



Australian Government



Australia Awards

AUSTRALIAN LEADERSHIP AWARDS



AUSTRALIAN LEADERSHIP AWARDS SCHOLARSHIPS HANDBOOK

April 2010

Important message for awardees and administrators

Please read this Handbook thoroughly and fully understand its contents. For further assistance, please contact AusAID at ala@ausaid.gov.au.

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Australian Leadership Awards Scholarships Handbook

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1 Australian Leadership Awards Scholarships

1.1 Objectives

The objectives of the ALA Scholarships program closely reflect those of the Australia Awards program. That is, to promote knowledge, education links and enduring ties between Australia and our neighbours.

The overarching goals of AusAID-funded development awards are:

- achieving country and regional program development outcomes through strengthened individual and institutional skills and knowledge, and by supporting leadership
- supporting Australia's broader foreign policy agenda through long-term linkages and partnerships.

1.2 Who should apply for an ALA Scholarship?

The ALA Scholarships are intended for those who are already leaders, or have the potential to assume leadership roles, that can influence social and economic reform and development outcomes, both in their own countries and the region.

ALA Scholarships target those whose chosen field of study equips them to play a significant role in addressing, researching or combating regional development issues.

The development priority areas are disability, economic growth, education, environment, food security, gender, governance, health, human rights, infrastructure, regional stability, rural development and water & sanitation.

Selection for an ALA Scholarship is highly competitive, based on professional and personal qualities, academic competence and, most importantly, potential development outcomes for the country and region.

The Australian Government values the contribution and perspectives of all people. To ensure equity and the broad participation of all, including women, people with disability, ethnic minorities, rural population and socio-economically disadvantaged groups, any barriers to their participation will be taken into account in the selection process.

ALA Scholarships are an investment in the future development of the Asia-Pacific region. Therefore, Scholars are required to return to their home country or the region for two years after completing their studies.

ALA Scholars will join an alumni network with strong and enduring links to Australia and the region. The network will increase the exchange of knowledge and information among Scholars, in their areas of specialisation, within their organisations and throughout Australia, their home countries and the region.

1.3 How does the process work?

The ALA Scholarship application and short-listing processes are undertaken on an annual basis and generally coordinated at Post, although there may be some exceptions.

AusAID (Canberra) develops the eligibility requirements and selection criteria. Posts develop advertising strategies and selection processes to ensure appropriate applicants are chosen in accordance with country program strategies.

Posts forward their recommendations to AusAID (Canberra) and final selections are decided in Canberra.

2 About the ALA Scholarship Handbook

The ALA Scholarship Handbook (the Handbook) is an important document for all parties involved with managing or participating in the ALA Scholarship program. It should be read thoroughly and should always be referred to for the most up-to-date advice on ALA Scholarship policy, entitlements and conditions and administrative processes for managing Scholars.

2.1 Purpose of the Handbook

The Handbook instructs the different user groups on their roles and responsibilities in either managing or participating in the ALA Scholarship program. Institutions, Scholars, AusAID officers and Managing Contractors have access to this Handbook and all should be familiar with its contents and understand their respective roles and responsibilities.

The Handbook underpins the Contract between AusAID and Institutions for the Provision of Education Services and between the ALA Scholar (also referred to as Scholar) and the Commonwealth of Australia.

2.2 How to use the Handbook

The Handbook follows the sequence for ALA Scholars from applying for a Scholarship to completing studies and returning home. Each chapter describes a step in the ALA Scholarship process and details each stakeholder's responsibility in that process.

While some information may not seem relevant to a particular user, the Handbook provides an overview of the ALA Scholarship process for all users. Each person involved in managing various aspects of the process has access to the same information. This provides for a transparent and consistent approach to ALA Scholarship management by all parties.

The Handbook stipulates when actions need to be taken in the Scholarships Information Management Online (SIMON), which is the internet-based data management system that AusAID manages. SIMON enables AusAID, Managing Contractors and Institutions to access a central database, to electronically enter data, process ALA Scholarship applications and manage administrative processes. AusAID provides SIMON users with a SIMON User Manual and initial training in SIMON. (Note: SIMON will be replaced by OASIS in mid-2010.)

2.3 Changes to the Handbook

The Handbook will be maintained to ensure its relevance and consistency with current AusAID policy and direction. AusAID reserves the right to change or amend the Handbook at any time, notifying stakeholders of any major policy changes or emerging issues in a timely manner. It is the user's responsibility to review the Handbook periodically.

3 Responsibilities

3.1 AusAID (Canberra)

AusAID (Canberra) will be responsible for

- a. ensuring the ALA Scholarships program contributes in a systematic way to the overall objective of capacity development in the Asia-Pacific region
- b. developing and maintaining the ALA Scholarship program's policies and conditions and ensuring consistency in their administration
- c. assisting Posts with promotions, selection and mobilisation processes
- d. coordinating the final selections in Canberra
- e. forwarding ALA Scholarship offer letters and contracts to Posts
- f. providing an AusAID ALA Scholarship student contact officer
- g. determining how ALA Scholarships will be delivered in Australia by Institutions
- h. providing a Leadership Development Program for ALA Scholars
- i. managing contracts with Institutions hosting the AusAID scholars
- j. managing the OASIS and SIMON databases
- k. processing ALA Scholarship variations in SIMON/OASIS in accordance with relevant policy and financial delegations
- l. reviewing and evaluating the effectiveness of the ALA Scholarships program.

3.2 AusAID office at Australian Diplomatic Missions (referred to as Posts)

Posts undertake and manage the following operational roles

- a. ensuring the ALA Scholarships program is embedded, where applicable, in the country's program objectives and contributes in a systematic way to capacity development
- b. arranging local promotional activities to attract the most appropriate applicants for the ALA Scholarships, ensuring promotional activities reach marginalised groups
- c. receiving and processing applications
- d. managing the short-listing process with AusAID (Canberra)'s assistance (as required) and forwarding recommendations to AusAID (Canberra)
- e. ensuring that all selection processes are equitable and transparent and that connections or relationships between applicants and staff employed at Posts/Managing Contractors are disclosed to AusAID (Canberra) at the time of recommendation
- f. announcing Awardees and holding functions as appropriate
- g. ensuring Awardees have access to the Handbook and are clear about the ALA Scholarship conditions
- h. advising AusAID Canberra of Awardees with disability/special needs and liaising with stakeholders to determine the reasonable level of support that will be required for them
- i. managing the mobilisation of ALA Awardees to Australia, ensuring that details of arrival are provided in good time for the Institution to book suitable accommodation
- j. making the mobilisation payments to ALA Awardees, where applicable
- k. arranging timely pre-departure briefings for the Awardees
- l. providing letters of 'no objection' for Scholars' dependants to join the Scholars, where applicable
- m. liaising with Managing Contractors on ALA Scholarship matters, where appropriate

- n. assisting in reviewing and evaluating the effectiveness of the ALA Scholarship program
- o. promoting and supporting the Australian Scholars' alumni network.

3.3 Managing Contractors

A number of Posts contract out the in-country management of ALA Scholarships to a Managing Contractor. For the purposes of this Handbook, references to the Post may relate to responsibilities for either the Post or the Managing Contractor, depending upon each country's internal arrangements. The roles of the Managing Contractors are set out in their contract with AusAID.

3.4 Australian Institutions

Institutions are responsible for in-Australia management of Scholars in accordance with this Handbook and their Contract with AusAID. Institutions nominate a Contact Officer to act as a first point of liaison for all matters between AusAID and the Institution. The Institution's appointed Student Contact Officer will be the contact point for Scholars at the Institution. How an Institution chooses to manage these arrangements, including the roles and responsibilities of the respective contact officers, is the Institution's decision.

3.5 ALA Applicants, Awardees and Scholars

3.5.1 Application process

The Applicant is responsible for

- a. researching available courses, contacting the Admissions staff in Australian higher education institutions and making arrangements for an offer of placement/admission letter to be issued before the ALA Scholarship closing date. Applicants must ensure that, when applying to an institution for an offer of admission, they advise admissions staff of their intention to apply for an ALA Scholarship by attaching the AusAID letter of Introduction (available at http://www.ausaid.gov.au/scholar/pdf/ala_letter.pdf)
- b. registering for and sitting an accepted academic English language test in time to receive the results to lodge with the ALA Scholarship application (if a current test result is not already available)
- c. submitting the application for the ALA Scholarship by the closing date of 30 June - preferably online - and attaching or forwarding the required documentary evidence
- d. informing Post of any connection or relationship to staff employed at Posts or with Managing Contractors at the time of application.

3.5.2 Before departing to Australia

The ALA Awardee must

- a. sign an Acceptance of Offer contract between themselves and the Commonwealth of Australia before departing to Australia, agreeing to comply with the ALA Scholarship terms and conditions and ongoing eligibility requirements outlined in the ALA Scholarship Handbook, including AusAID's Child Protection Code of Conduct
- b. provide details to Post if they have a disability/special need to enable AusAID and the Institution time to assess what reasonable level of physical or educational support may be required
- c. provide bank account details at a bank in their country of residence to facilitate the electronic funds transfer (EFT) of the mobilisation allowance, if applicable
- d. provide details of next of kin or an emergency contact in their country of citizenship
- e. obtain an AusAID Student Visa Subclass 576 from the appropriate Australian immigration office, including medical checks and Police Report/Clearance
- f. arrange travel to Australia and advise Institutions and AusAID (Canberra) at ala@ausaid.gov.au of arrival date, unless the Post in-country is responsible for making these arrangements
- g. attend the pre-departure briefing or function at Post
- h. pay insurance costs (travel & baggage, etc)

- i. be responsible for personal effects (including excess baggage) transport costs (i.e. removal costs either to and from or within Australia)
- j. ensure that details of arrival are provided in good time to the Institution
- k. advise the Institution in writing before arriving in Australia if they do not require the initial accommodation that the Institution has arranged for them. If the Scholar neglects to advise the Institution before arriving in Australia that they do not require the initial accommodation, the Institution may deduct the cancellation fee and airport pickup costs from the Scholar's Establishment Allowance
- l. arrange visas and meet all requirements and costs for family entry to Australia including payment of compulsory Overseas Student Health Cover costs for family members
- m. continue to be eligible to hold an ALA Scholarship.

3.5.3 In Australia

It is mandatory that ALA Scholars

- a. abide by the conditions of AusAID Student visa (subclass 576). Failure to do so may incur a debt to the Commonwealth of Australia
- b. read the ALA Scholarship Handbook and understand its contents
- c. take up the ALA Scholarship in the calendar year for which it is offered, preferably in the first half of the year
- d. undertake an appropriate study load in the program for which the Scholarship was offered, achieve satisfactory academic progress and abide by the Institution's rules to complete the ALA Scholarship within the time specified
- e. participate in all activities associated with the course of study, including all lectures and tutorials, submit all work required for the course e.g. assignments, essays and sit for examinations
- f. participate in the Leadership Development Program
- g. not hold another Australian Government Scholarship in the same period as the ALA Scholarship (e.g. a scholar cannot have an Endeavour Award at the same time as an ALA Scholarship)
- h. reside in Australia for the duration of the ALA Scholarship (apart from reunion visits and approved fieldwork)
- i. advise AusAID immediately, via the Student Contact Officer at the Institution, should they marry a person who is an Australian citizen (or has permanent residence status in Australia), a New Zealand citizen (or has New Zealand permanent residency). The change in the Scholar's marital status may affect eligibility to maintain the ALA Scholarship, and scholars must note that the 'return home rule' will continue to apply
- j. liaise with the Student Contact Officer at the Institution regarding any proposed changes to the approved program and acknowledge that the Institution and AusAID (Canberra) must approve the changes before they are made
- k. be aware that the ALA Scholarship may be terminated at any time for a failure to comply with the laws of Australia, misconduct, breaches of the contract between the Scholar and the Commonwealth of Australia. This includes: breaches of the conditions of the ALA Scholarship; breaches to the conditions of the AusAID Student visa; attempts to change visa status; or failing to make satisfactory academic progress
- l. agree to AusAID collecting information and to passing that information on to other relevant parties concerning the Scholar or dependants, if necessary
- m. provide AusAID and the Institutions with relevant personal information to facilitate tracer studies, surveys and alumni activities, and other activities as required
- n. be responsible for day-to-day costs and arrangements, including, but not limited to
 - opening a bank account on arrival in Australia, with assistance of the Institution, for payment of Contribution to Living Expenses (CLE)
 - initial and long-term accommodation costs

- finding long-term housing
- daily travel to the place of study
- ongoing costs of living and study e.g. food, furniture, textbooks, clothing
- obtaining a tax file number
- costs for medical services that the OSHC does not cover
- all costs associated with critical incidents involving family members
- costs of any legal services
- travel costs related to any suspension
- reunion airfare travel arrangements
- all matters and costs associated with any family members who visit or accompany the ALA Scholar to Australia, including extending Overseas Student Health Cover (OSHC) to family members
- any visa extensions and related costs for both the Scholar and family.
- return to country of citizenship or the region for two years at the completion of study/research program in Australia

4 Eligibility criteria

To be eligible to hold an ALA Scholarship, an Awardee must:

- a. be a citizen of an ALA Scholarship eligible country:
Asia: Bangladesh, Bhutan, Burma (Myanmar), Cambodia, China, India, Indonesia, Laos, Maldives, Mongolia, Nepal, Philippines, Sri Lanka, Thailand, Timor-Leste, Viet Nam
Caribbean: Antigua & Barbuda, Barbados, Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, Saint Kitts & Nevis, Saint Lucia, Saint Vincent & the Grenadines, Suriname, Trinidad & Tobago
Latin America: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, El Salvador, Ecuador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela
Middle East: Afghanistan, Iraq
Pacific: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu, Wallis & Futuna
- b. be residing in a country other than Australia and applying for the Scholarship from outside Australia
- c. have an unconditional Letter of Offer for placement/admission from an ALA Scholarship eligible Australian Institution, for entry into full-time study to commence a Masters or Doctoral program in Australia. A list of eligible Institutions is available at http://www.ausaid.gov.au/scholar/ala_institutions.cfm
NOTE: Study programs already commenced at Australian institutions (including distance education) will not be supported.
- d. must meet the English language requirements
- e. be able to satisfy Australian Government requirements for student entry
- f. not be an Australian citizen or permanent resident, nor in the process of applying for such a status, at any stage of the application, selection, mobilisation processes or while on-scholarship in Australia
- g. not be either married or engaged to be married to, or a de facto of, a person who holds or who is eligible to hold Australian or New Zealand citizenship or permanent residence status, at any stage of the application, selection and mobilisation processes and while on-scholarship in Australia
NOTE: Residents of Cook Islands, Niue and Tokelau with New Zealand citizenship are eligible but must apply for an AusAID 576 student visa.
- h. not be military personnel
- i. must not have held a scholarship to study outside their home country in the 24 months preceding the application – 24 months to be calculated from the date of arrival back in home country to the closing date for receipt of ALA Scholarship applications
NOTE: This restriction does not apply to short-term 'Fellowship' recipients.

4.1.1 Study Programs

Study programs must relate to the development priority areas of: disability, economic growth, education, environment, food security, gender, governance, health, human rights, infrastructure, regional stability, rural development and water & sanitation. (See [Appendix A](#) for a guide to studies in a development priority area)

The ALA Scholarship will not support study programs which have commenced already at an Australian institution (including distance education).

4.1.2 English language requirements

Applicants must have undertaken one of the following English language proficiency tests no longer than two years prior to the opening date of the Scholarship application period

- an IELTS Academic Test with a score of at least 6.5 (with no band less than 6), or
- a TOEFL paper-based test score of at least 580, or
- a TOEFL computer-based test score of at least 237, or
- a TOEFL Internet-based score of at least 92.

NOTE: Some Institutions require higher test scores for entry into certain courses. Applicants must ensure that they have sufficient English for the course for which they have applied. There is no provision for ALA Scholars to undertake Pre-Course English.

4.1.3 Conditions relating to visas

Applicants must ensure that they satisfy Australian Government requirements for international student entry to Australia. This includes financial, health and character checks conducted by the Department of Immigration and Citizenship (DIAC).

5 How to Apply

5.1 Application process

Applicants must submit a completed ALA Scholarship Application and certified copies of relevant documentation by 30 June. Applications or supporting documentation received after this date will not be considered.

Before submitting an application, Applicants should ensure that they

- a. meet the eligibility requirements
- b. have provided true, correct and complete supporting documentation. AusAID reserves the right to verify the contents of academic transcripts and other claims made. Applicants found to be submitting false, incorrect or misleading information will be disqualified from further consideration
- c. submit only one application – AusAID will disqualify an Applicant who submits more than one application

A complete application consists of:

- i. One completed application form
- ii. One set of supporting documentation (verified true copies, not originals)
- iii. Applicants should note that the Institution's letter of offer for placement/admission and the English language test results are prerequisite documents and must be submitted at the same time as the Scholarship application.

Applications may be submitted online or by hardcopy.

5.1.1 Online application

The preferred application method is online, using the ALA Scholarship online application form at <https://oasis.ausaid.gov.au>. The Online User Manual is available to help prepare the online application.

When the Applicant registers on this website, they will be required to answer some questions to establish their eligibility. They will then be given a unique ALA Registration Number, Username and Password.

Potential applicants do not need to submit the application immediately but can continue to attach documents and update information to the draft application as it becomes available. Compiling the application may continue up until 30 June.

5.1.2 Hardcopy application

If potential applicants have difficulty gaining access to the internet, they should prepare a hardcopy application and submit it with all supporting documentation to the appropriate Australian High Commission, Embassy or the Managing Contractor that has been nominated to review applications from the applicant's country of citizenship (see Appendix C).

Hard copy application forms can be

- downloaded after the applicant has completed the eligibility screen on the Online Application System (OASIS)
- downloaded from the documents section of the ALA Scholarships website, or
- obtained from the appropriate Australian High Commission, Embassy or Managing Contractor.

Hard copy applications should be typewritten, signed and sent to the appropriate office. Documentation sent by email or fax will not be considered.

Applicants should note that AusAID officers have to key information from the hardcopy applications into OASIS. OASIS requires strict word limits. Therefore, where a word or character limit exists, Applicants need to answer those questions concisely. Additional words beyond the limit will be disregarded.

5.1.3 Essential supporting documentation

All supporting documentation must be verified true copies. Applicants should not send originals as AusAID will not return them.

The following items are essential to establishing an applicant's identity and eligibility

- a. an unconditional offer of placement/admission from an Australian university for a Masters course or doctorate commencing in the next calendar year
- b. English proficiency test results obtained no earlier than two years prior to the ALA Scholarship round opening date (e.g. for a 10 March 2010 opening date, IELTS results achieved since 10 March 2008 will be considered as current).
- c. two forms of identification which may include birth certificate, driver's license, national identity card or personal data page from the passport. An English translation must be provided if the original document is in a language other than English
- d. graduation certificates or testamurs of all university-level academic qualifications completed by the Applicant (in original language and translated into English where applicable); secondary school certificates are not considered
- e. full academic transcripts showing grades for all university-level subjects/units attempted by the Applicant (in original language and translated into English); secondary school transcripts are not considered.

5.1.4 Other documentation

- f. Referee reports: Up to three original referee reports, preferably in English. If the referee report is not in English, a translation of the original reference is required. The referee reports should describe first hand knowledge of the Applicant's potential as a leader. References should come from employers, senior colleagues or from academics who are familiar with the Applicant's academic, professional skills and achievements. Referee reports from family members or spouses are not acceptable.
- g. Where relevant, documentary evidence of awards or prizes may be included in the application if they relate to recent (mature age) activities or achievements. Awards from secondary school or childhood activities are not required.

5.1.5 Note on verified true copies

To verify a document as a true copy, applicants should present the original document and a copy to a Commissioner of Oaths, Public Notary or other formally recognised authority in their home country. This official should sight both documents and verify with a stamp or a signature or both that the copy presented is a true copy of the original document. The applicant will have to bear any fees charged by notaries for verifying documents.

Applicants submitting an on-line application should scan the verified true copies of their supporting documents (not the originals) and attach them as PDF files with their application.

5.2 Fields of study and programs available to applicants

5.2.1 Fields of study

ALA Scholarships target those whose chosen field of study equips them to play a significant role in addressing, researching or combating the regional development issues of disability, economic growth, education, environment, food security, gender, governance, health, human rights, infrastructure, regional stability, rural development and water & sanitation.

5.2.2 Masters or Doctoral programs

ALA Scholarships are offered for Masters or Doctoral programs only. These programs may be by coursework, a combination of coursework and research, or research-only.

The maximum duration for a Masters program is two (2) years and four (4) years for a Doctoral program.

Institutions may require some applicants to complete an articulating Graduate Diploma or other postgraduate level qualifying program before proceeding to their Masters program, or to complete an articulating Masters or other postgraduate level qualifying program before proceeding to their Doctoral program. Institutions need to state this requirement in their letter of offer for

placement/admission. The total duration is not to exceed the maximum duration for the final qualification, as stated above.

Double degrees may be considered only if they are able to be completed within the normal time limit for the level of qualification (i.e. two years for a Masters; four years for a Doctorate).

5.2.3 Preparation programs

The Institution may recommend other preparation programs, including any compulsory preliminary courses, to AusAID (Canberra) for approval. Preliminary programs should be no longer than eight weeks in length and must be included in the letter of offer for placement/admission.

5.2.4 Types of courses not available under ALA Scholarships

ALA Scholarships are not available for

- a. undergraduate programs, including honours studies
- b. Pre-course English and Foundation courses
- c. study by distance or external mode
- d. legal workshops
- e. training in areas related to nuclear technology and flying aircraft
- f. military training.

5.3 Placement at an Institution

5.3.1 Role of the Applicant

Applicants for ALA Scholarships must provide evidence of an unconditional offer of placement/admission in an appropriate course at an eligible Australian higher education institution for studies commencing in Australia in the following calendar year. Study by distance or external mode is not allowed under ALA Scholarships.

Offers that include conditions that relate to meeting additional English language proficiency or any other conditions will not be accepted. Applicants presenting a conditional offer of admission will be deemed ineligible.

It is the responsibility of the Applicant to conduct the necessary research into available courses, contact the Admissions staff in Australian higher education institutions and make arrangements for an offer of placement/admission letter to be issued. Applicants must ensure that, when applying to an institution for an offer of admission, they advise admissions staff of their intention to apply for an ALA Scholarship by attaching the AusAID letter of Introduction (available at http://www.ausaid.gov.au/scholar/pdf/ala_letter.pdf)

Applicants should allow two to three months for the Institution(s) to consider the application(s) and to provide an offer of placement/admission to the applicant before the ALA Scholarship closing date of 30 June.

5.3.2 Role of the Institution

Institutions make unconditional offers of admission or enrolment directly to applicants based on the Institution's own admission policies and processes. An offer which contains conditions may make the applicant ineligible to be considered for the ALA Scholarship. Institutions should contact AusAID (ala@ausaid.gov.au) if they are unsure of the effect of their offer conditions on the ALA Scholarship application.

No data is entered into SIMON at this stage.

6 Selection, Offer and Acceptance

6.1 Selection processes

Selection for an ALA Scholarship is highly competitive. It is based on leadership qualities academic competence and, most importantly, the potential outcomes.

As the Australian Government values the contribution and perspectives of all people, including those most marginalised such as women, people with disability, ethnic minorities, rural populations and the socio-economically disadvantaged, any barriers to their participation will be taken into account in the selection process to ensure equity.

Study programs must relate to the development priority areas of disability, economic growth, education, environment, food security, gender, governance, health, human rights, infrastructure, regional stability, rural development and water & sanitation.

Applications are checked to ensure they meet the eligibility criteria. Posts short-list applications from their country/region. Posts also interview the short-listed candidates to determine who to recommend to AusAID (Canberra). The final selection is approved in Canberra.

6.2 Selection criteria

Criterion	Indicative Evidence	Possible Sources
Academic competence Weighting 30%	<ul style="list-style-type: none"> ➤ Level of results achieved in a degree/s from a recognised university ➤ Relevant prizes and awards (including prestige and influence of awarding body) ➤ Publications (quality rather than quantity) ➤ Link between past studies and proposed field of study 	<ul style="list-style-type: none"> ➤ Academic transcripts ➤ AEI-NOOSR Country Education Profiles ➤ English language proficiency ➤ Application ➤ Interview ➤ Writing exercise ➤ Post's knowledge of country/region (education system, geography, society, etc)
Demonstrated professional and personal leadership attributes Weighting 30%	<ul style="list-style-type: none"> ➤ Relevant work experience in field related to the candidate's proposed course of study ➤ Career progression evident, including promotions ➤ Membership of professional bodies ➤ Community work (e.g. church, university communities, union organisations, other voluntary work) ➤ Community awards and acceptance ➤ Achievements beyond academia and personal barriers overcome ➤ Leadership attributes pertinent to a development practitioner (e.g. strategic thinking and an inspirational approach) 	<ul style="list-style-type: none"> ➤ Application ➤ Referee reports ➤ Interview ➤ Relevant professional and community awards in recognition of leadership within the aid context
Potential outcomes Weighting 40%	<ul style="list-style-type: none"> ➤ How well the candidate's background fits the preferred profile(s) defined for AusAID's country/regional program objectives (or closest equivalent) ➤ How well the candidate's proposed course of study and initial reintegration plan match relevant AusAID country/regional program objectives 	<ul style="list-style-type: none"> ➤ Application ➤ Referee reports ➤ Interview ➤ Writing exercise ➤ Post's knowledge of country/region's development needs

The final selection in Canberra will result in at least 150 Awardees across the region, plus Reserve candidates who may be offered an ALA Scholarship should an original Awardee decline their offer.

6.3 Advising candidates of selection outcome

The following processes occur after the final selection of Awardees is determined in Canberra

- a. AusAID (Canberra) will advise Posts by the end of September of those candidates selected for a Scholarship (Awardees). It will provide Posts with congratulatory letters for the Awardees from the Minister for Foreign Affairs or Parliamentary Secretary to the Minister.
- b. Posts should notify all applicants of whether or not they have been successful, or at the minimum, all those who were interviewed.
- c. Posts should liaise with AusAID (Canberra) prior to releasing selection outcome information to the media.
- d. Via the Scholarship Information Management Online (SIMON) AusAID (Canberra) will provide a list of successful Awardees to Institutions, as 'Requests for Placement'.
- e. Institutions will confirm (in SIMON) their offer of a place to the Awardees within five working days of receiving the Requests. The Institution must record all details in SIMON when confirming their offer. Failure to do so may result in AusAID (Canberra) not approving the funds.
- f. The offer in SIMON should therefore include relevant dates and the full cost estimate for
 - i. the Introductory Academic Program (IAP)
 - ii. the study program, including any compulsory preliminary courses
NOTE: The formal study program must be the same length and cost as that listed in CRICOS
 - iii. any work attachment that is part of the course requirements
 - iv. Overseas Student Health Cover (OSHC).
- g. All Scholars are eligible for the Study Enrichment Allowance.
NOTE: the Institution generally determines the best use of these funds for the Scholar throughout the duration of the Scholarship.
Institutions record this cost under "Miscellaneous Costs" (with the exception of the Supplementary Academic Support) in SIMON. (*Refer to the SIMON Handbook for advice on using the system.*)
- h. Once AusAID receives the confirmation of placement (in SIMON), it will generate the Offer letter and the Acceptance of Offer Contract and forward them to the Awardee.

6.4 Accepting an ALA Scholarship

To accept the offer of a Scholarship, the Awardee must sign a Contract (Acceptance of Scholarship Offer) with the Commonwealth of Australia, agreeing to comply with the ALA Scholarship's conditions and entitlements and eligibility criteria which are detailed in the Contract and this Handbook.

The Awardee must forward one signed copy of the Contract to their relevant Post and keep the original as proof of the Scholarship when applying for an AusAID Student visa.

Awardees are responsible for obtaining an AusAID Student visa and should begin applying for the visa when they are notified of the Scholarship. Posts are encouraged to assist with the process.

6.4.1 Awardees with disability/special needs

Most Australian Institutions are able to offer 'reasonable' support to students with disability to aid access to study. To assess the likely support needs, appropriate assistance and the capacity of relevant Institutions to provide the assistance, Awardees with a disability/special need must provide details of the disability and/or special need when they accept the offer. This information is bound by Australian privacy laws and will be disclosed only for the purpose of facilitating an accessible barrier-free learning environment.

Modifications to physical or learning environments, including additional educational supports such as sign interpreters and captioning, may be available dependent on the relevant Institution's capacity.

AusAID will advise the Institution of any special requirements associated with a Scholar so that the Institution can pass these details to the Institution's Disability Liaison Officer prior to the Scholar arriving on-campus. Where applicants meet eligibility criteria and are selected for an ALA Scholarship, but the preferred Institution is not able to provide the assistance requested, other Institutions may be recommended.

It is a matter for AusAID (Canberra) to determine if any additional funding is required.

6.4.2 Child Protection

AusAID has clear and strict policies in relation to managing and reducing risks of child abuse. The policy applies to all recipients of AusAID funds. AusAID will take a zero-tolerance approach to any infringement.

Posts are to ensure that a copy of the AusAID Child Protection Code of Conduct is attached to the Contract when the Awardee signs it, accepting the terms of the Scholarship. (See Appendix C)

For more information on AusAID's Child Protection policy, see http://www.ausaid.gov.au/publications/pdf/child_protection.pdf

6.5 Deferring an ALA Scholarship

ALA Awardees must take up the Scholarship in the calendar year for which it is offered, preferably in the first half of the year.

Institutions may allow the Awardee to commence studies later in the calendar year. Awardees should obtain written approval from the Institution before requesting a later start of the Scholarship from AusAID

7 About the ALA Scholarships

7.1 ALA Scholarship conditions

In accepting the ALA Scholarship, an Awardee agrees

- a. to complete the ALA Scholarship within the start and end dates stated in the contract
- b. to take up the ALA Scholarship in the calendar year for which it is offered, understanding that the scholarship cannot be deferred to another year
- c. to undertake the approved study program for which the ALA Scholarship is offered as stated in the ALA Scholarships application and contract
- d. to liaise with the Student Contact Officer at the Institution regarding any changes to the approved program and acknowledge that approval is required from the Institution and AusAID (Canberra) before any changes are made
- e. to participate in all activities associated with the course of study, including all lectures and tutorials, submit all work required for the course, e.g. assignments and essays, and sit for examinations, where applicable
- f. to participate in the introductory Academic Program and the Leadership Development Program
- g. to act in a manner in their home country, Australia or elsewhere that will not bring disrepute to themselves, their family, their country or AusAID
- h. to obey the laws of the Commonwealth of Australia and the various States and Territories
- i. to satisfy all visa requirements determined by the Australian Department of Immigration and Citizenship (DIAC) to hold an AusAID Student visa (subclass 576) as set out in the DIAC website: <http://www.immi.gov.au> and abide by the conditions of that visa
- j. to return directly to their home country for a minimum period of two years upon completion of study in Australia (also known as the “return home rule”), recognising that failure to do so will incur a debt to the Commonwealth of Australia equal to the entire cost of the scholarship as calculated at the date of completion
- k. to advise AusAID (Canberra) immediately, through the Student Contact Officer at the Institution, should they marry a person who is an Australian citizen or has permanent residence status in Australia, a New Zealand citizen or has New Zealand citizenship
- l. that the scholarship may be terminated at any time if AusAID becomes aware of any behaviour or illegal activity undertaken by the Awardee prior to accepting the offer of the scholarship that were not disclosed at the time of application and which, in AusAID’s opinion, would have resulted in the application being rejected had it been disclosed
- m. that AusAID may terminate the Scholarship if the Awardee fails to make satisfactory academic progress, fails to comply with the laws of Australia, breaches the contract between themselves and the Commonwealth of Australia including breaches of the conditions or eligibility for ALA Scholarships, breaches of the conditions of the AusAID Student Visa or any action before the Awardee is mobilised to Australia or while in Australia which is against the intent of the ALA Scholarship program (e.g. the Awardee applies to change their visa status)
- n. that the value of the scholarship is an estimate at the time of offer and may be subject to change without notice
- o. to not hold another Australian Government Scholarship at the same time as the ALA Scholarship
- p. to reside in Australia for the duration of the ALA Scholarship (apart from reunion visits to the home country and fieldwork)
- q. to cooperate with the collection of information related to ALA Scholars (e.g. student surveys) and provide AusAID with their contact details to facilitate tracer studies and alumni activities

- r. that information about the Awardee and their dependants may be collected by and exchanged between AusAID and others, including Australian Ministers, the Parliament, government agencies, Australian higher education institution, partner organisations, Australian immigration authorities, medical insurers, medical practitioners, home government, the Australian Scholarships Alumni Network (ASAN) and other parties relevant for the purpose of the promotion and administration of ALA Scholarships, or in relation to other scholarship development activities
- s. to understand that the release of personal information is governed by the *Privacy Act 1988* (Cth). <http://www.privacy.gov.au/publications/ipps.html>

7.2 ALA Scholarship duration

The ALA Scholarship will cover the length of study time defined in the Contract. It includes

- the Introductory Academic Program
- compulsory preliminary programs, if applicable
- academic course duration as listed in CRICOS
- Leadership Development Program.

The maximum duration of the Scholarship is two (2) years for a Masters program and four (4) years for a doctoral program.

7.3 ALA Scholarship entitlements

A common set of entitlements apply to all ALA Scholarship recipients.

Mobilisation Allowance *	Once an Awardee is issued with a valid AusAID Student visa for the duration of the Scholarship, a mobilisation allowance of \$2500 is available.
Establishment Allowance *	Upon arrival in Australia, the Institution pays A\$5000 to the Scholar as a contribution towards expenses such as rental bonds, text books, study materials, computer equipment, additional medical insurance, home contents insurance, etc.
Tuition Fees	Full academic fees and other compulsory fees that apply to international students undertaking the same course are paid by AusAID (Canberra) directly to the Institution.
Introductory Academic Program	Institutions provide Scholars with a 4-6 week Introductory Academic Program prior to them commencing studies.
Contribution to Living Expenses (also referred to as a Stipend) *	The Institution pays the Scholar a fortnightly Contribution to Living Expenses (CLE) at a rate determined by AusAID (Canberra). For 2009-2010, the CLE is \$26,800 pa. AusAID reviews the CLE annually.
Overseas Student Health Cover (OSHC) *	The Institution pays the OSHC on behalf of the Scholar, for the duration of the Scholarship, covering the Scholar's basic medical costs only. Scholars may purchase, at their own expense, additional medical insurance to cover ancillary services such as dentist, orthodontist, optometrist, etc.
Study Enrichment Allowance (SEA) *	SEA provides financial assistance of up to A\$2000 each year to Scholars to enhance their formal studies.
Leadership Development Program *	Costs associated with participating in the Leadership Development Program are covered by AusAID (Canberra).
Return Home Travel	The Institution pays for a single economy class airfare to the Scholar's home country, via the most direct route, at end of studies.

* See below for further details

7.3.1 Mobilisation allowance

Posts may elect one of two ways to mobilise Awardees

- a. pay Awardees A\$2500 as a contribution to the Awardee's airline ticket and pre-departure expenses
- b. make travel arrangements and payments for the Awardee.

7.3.2 Establishment allowance

Scholars are provided with a once-only Establishment Allowance upon arrival in Australia.

The Establishment Allowance is a contribution towards expenses such as rental bonds, text books, study materials including laptop computer, additional medical insurance, home contents insurance and excess baggage upon return home, etc. The allowance is paid in a lump sum to give Scholars the flexibility to use it at their discretion.

Scholars are advised to bring additional funds (in Australian dollars) to ensure they have enough money to cover any costs that may be incurred on arrival before their Establishment Allowance is paid. Money may be exchanged at airports on arrival in Australia.

The Institution must pay the full Establishment Allowance within two to three days of the Scholar opening a bank account after arriving in Australia. The Institution will assist Scholars on arrival to open a bank account. If there are delays with a Scholar opening a bank account, Institutions should manage the situation appropriately.

AusAID will reimburse the payment of the Establishment Allowance to the Institution in accordance with the terms of the Contract.

AusAID will review the Establishment Allowance as required.

If, for some serious reason, a Scholar is permitted to transfer between Institutions or is granted a period of suspension, no re-Establishment Allowance is available.

7.3.3 Contribution to Living Expenses (CLE)

Scholars are responsible for all their expenses in Australia including the expenses of any family members.

CLE (formerly known as a 'stipend') is a contribution to assist the Scholar to meet their everyday living costs such as accommodation, food, entertainment, etc. Scholars should not expect it to be sufficient to cover the expenses of accompanying family. AusAID reviews the CLE annually.

CLE is paid fortnightly in arrears. The first payment however, should be paid into a bank account that the Scholar has nominated, within five days after the Scholar has arrived in Australia. Following the initial payment, CLE should be made in accordance with the Institution's fortnightly payment periods.

CLE commences on the Scholar's date of arrival in Australia, which must be no more than 14 days prior to commencing their IAP.

The CLE ceases five (5) days after the Scholar completes their course of study. For coursework Scholars, this is up to five days after examination results are released. For research Scholars, this is up to five days after submitting their final thesis.

CLE payments continue

- a. during public holidays and semester breaks
- b. during periods of fieldwork under the ALA Scholarship
- c. during reunion visits to the Scholar's home country
- d. for up to six weeks if a Scholar is hospitalised or detained.

CLE payments will not be paid

- e. during periods of ALA Scholarship suspension
- f. when a Scholar is convicted of a criminal offence
- g. after a Scholar has been hospitalised or detained longer than six weeks.

The CLE is exempt from income tax and not subject to an income test on Scholar or spouse income. For information on Australian tax laws, the Scholar should refer to the Australian Taxation Office website: <http://www.ato.gov.au/>

The Institution must advise Scholars of the need to obtain a tax file number for banking purposes and for cases where Scholars seek employment. Scholars wishing to work should contact DIAC for information. AusAID strongly counsels Scholars not to work during term times in order to fully apply themselves to their study.

7.3.4 Study Enrichment Allowance

The Study Enrichment Allowance (SEA) provides financial assistance to enhance Scholars' formal studies. Eligible activities may include, but are not limited to

- a. fieldwork, included as part of the formal study program
- b. conferences relevant to their studies or for professional development
- c. supplementary academic support (such as individual or group tutorials or assistance with thesis editing)
- d. purchasing materials particularly relevant to studies e.g. a software package (requests for using SEA to purchase IT hardware will not be approved)
- e. travel home for a short-term visit
- f. subscribing to the Institution's library resources (if applicable), prior to returning home at the end of the Scholarship.

Funding is limited to A\$2000 per annum per Scholar. It will accumulate over the duration of the Scholarship starting when the Scholarship commences and at each 12-month milestone thereafter. Scholars may not apply for funds in advance from future years.

The SEA will be administered by, and generally at the discretion of, the Institution. The Study Enrichment Allowance will not be provided as a cash payment.

NOTE: SEA was introduced in 2008. Scholars who commenced their studies in 2007 may accrue unspent Supplementary Academic Support and Fieldwork allowances from the 2007 academic year.

7.3.5 Overseas Student Health Cover

AusAID (Canberra) provides funding for Scholars to take out basic medical insurance for the duration of their ALA Scholarship. This insurance is known as 'Overseas Student Health Cover' (OSHC) and is arranged by the Institution on behalf of the Scholar.

OSHC covers basic medical and hospital care in Australia, most prescription drugs and emergency ambulance transport. It does not cover all medical costs. Scholars attending the Pre-departure Briefing at the Post and/or during the Introductory Academic Program should be advised that OSHC does not cover

- a. pre-existing medical conditions - Scholars are responsible for all costs not covered by OSHC and AusAID will not make gap payments
- b. services such as dental, physiotherapy or optical services (known as ancillary services). The Scholar may purchase Ancillary OSHC cover.

All family members on an AusAID Dependant Visa must be covered by OSHC at all times during their stay in Australia. Scholars are responsible for organising and paying it.

AusAID provides a mobilisation allowance to contribute to the costs of medical examinations for the issue of the AusAID Student visa. No additional allowance is available. Scholars must cover the costs of any subsequent medical examinations, whether they are required for re-entry into Australia following an ALA Scholarship suspension, an extension of the AusAID Student visa or renewal of a Scholar's passport.

Institutions must

- a. register Scholars and make the OSHC payment for all Scholars
- b. advise Scholars of the terms and conditions of the OSHC
- c. ensure the OSHC is maintained for the duration of the ALA Scholarship.

7.3.6 Leadership Development Program

All ALA Scholars are required to participate in the Leadership Development Program which involves

- a. attending a three-day conference where all ALA Scholars come together to meet each other and Australian leaders to discuss emerging leadership issues
- b. attending a four-day intensive workshop to explore leadership capacities and qualities at a more personal level, with Scholars designing their own leadership development program
- c. other non-compulsory activities that might include one-on-one coaching sessions and work placements (also known as Leadership practice or internships).

A Managing Contractor develops and manages the Leadership Development Program in consultation with and on behalf of AusAID.

Further information on the Leadership Development Program is available at <http://www.ldp.net.au>

7.4 Before departing for Australia

7.4.1 Applying for an AusAID Student visa

The visa process can take a long time. As soon as the Awardee has signed the ALA Scholarship Contract (accepting the offer of the Scholarship), they should immediately apply for an AusAID Student visa through the nearest Australian Immigration Office.

NOTE: Awardees may apply only for the AusAID Student visa (Subclass 576).

The Awardee should advise the closest Post as soon as they receive the Visa.

Posts will then either transfer the mobilisation allowance into the Scholar's nominated bank account, or organise the travel to Australia for them.

Further information on the AusAID Student visa is available At <http://www.immi.gov.au/students/students/576-2/>

7.4.2 Pre-departure briefing

Posts are responsible for providing a Pre-departure Briefing for all Awardees, at least one month prior to their departure for Australia.

The Briefing provides essential information that Awardees need upon arrival in Australia, such as advice about living and studying in Australia. It is expected that the Briefing will help the Awardee to quickly settle into Australia and the Institution, thereby enhancing their ability to complete their studies within the duration of their Scholarship.

Briefings also provide an opportunity to remind Awardees of their ALA Scholarship obligations, including the requirement that they return to their home country for a minimum period of two years upon completion of the ALA Scholarship.

Attendance at the Pre-departure Briefing is compulsory for Awardees and AusAID will pay the travel costs for them to do so. An Awardee's family members may attend at their own cost.

AusAID (Canberra) will provide Posts with relevant material (DVDs, booklets, etc) to use at the Briefings and to give to the Awardees.

7.4.3 Institution information kits

The Institution must provide each Scholar with an Institution Information Kit prior to their departure for Australia. The Institution forwards the Kit directly to the Scholar to arrive at the earliest possible time and no later than 14 days before the Scholar departs their home country. Posts may be able to assist Institutions to get the Kits to the Scholars. However, Institutions should negotiate this directly with Posts.

The Kit must include information that is not less than that required under the standards found in the National Code of Practice for Registration Authorities and Providers of Education of Overseas Students 2007, any information required under the Contract with AusAID and other information the Institution deems relevant e.g. reception information, climate details, long-term accommodation options, living costs, course details, support services at the Institution and in the community, local childcare and schooling options, information about public transport, etc.

The National Code of Practice is at:

http://aei.gov.au/AEI/ESOS/NationalCodeOfPractice2007/National_Code_2007_pdf.pdf

7.5 Family

The Australian Government does not provide any financial or other support for ALA Awardees' dependants. Awardees need to be aware that the Contribution to Living Expenses contributes only to their costs as a single person. It is not sufficient to cover expenses incurred by accompanying dependants.

AusAID strongly recommends Awardees to allow sufficient time to establish themselves in their new environment before being joined by their family.

Awardees must contact DIAC for details about visa requirements for family members intending to join them in Australia. See <http://www.immi.gov.au/Scholars/Scholars/576-2/index.htm>

Awardees should contact the Student Contact Officer at the Institution to advise them that family will be joining them and to seek advice about obtaining appropriate information, e.g. about schooling and child care.

8 Travel

8.1 Managing travel arrangements

ALA Scholarship Awardees are responsible for obtaining their passports, medical checks and visas.

Posts may elect to manage Awardees' travel arrangements in one of two ways

- a. Awardees make their own arrangements and receive a mobilisation allowance as a contribution to airfares, visa-related costs and any other travel costs, including insurance. No other funding assistance is available for getting to Australia. After the Awardee provides their bank details (at the time of signing the ALA Scholarship Contract) and confirms that an AusAID Student visa 576 has been issued, Posts will transfer the mobilisation allowance into the nominated bank account.
- b. Posts arrange and pay for the Scholar to travel to Australia, including an appropriate level of insurance (determined by Posts). Posts are to arrange initial travel to ensure Scholars arrive in Australia before their first course-related commitment. Post must inform AUSAID (Canberra) via the ALA Mailbox of the Scholar's travel details including flight number and arrival time. AUSAID (Canberra) will then enter this in SIMON. Once the information is entered in SIMON, an email is automatically generated and sent to the Institution.

8.2 Travel to Australia at the start of the ALA Scholarship

Awardees must ensure they arrive in Australia in good time to attend the Introductory Academic Program. This may be up to two weeks prior to the start of the Program to allow time to settle in and arrange long-term accommodation.

Prior to their departure for Australia, Awardees must advise the Institution of their initial accommodation preferences and arrival details.

8.3 Requirements for all travel under an ALA Scholarship

Travel should be cost effective, efficient and minimise the risk of the Scholar incurring problems while in transit or on stopover.

The following conditions apply to all travel under the ALA Scholarship

- a. Scholars are entitled to travel between the airport closest to their home city/town/airport and either an Australian international airport/capital city, or the town/city closest to the Institution where they will be studying
- b. Scholars are to travel by the most direct route. They are entitled to the "best fare of the day", which is the cheapest economy class fare, available during the period in which the Scholar will travel. Any special discount fares should be used
- c. Institutions must advise the Scholar and the travel agent that once the ticket is purchased it cannot be varied without the approval of the Institution
- d. Stopovers are not permitted, unless unavoidable. If unavoidable, AusAID will pay reasonable accommodation costs if they are not covered by the airline
- e. Scholars are responsible for all external arrival/departure taxes, except where it is part of an unavoidable stopover, in which case the taxes should be incorporated into the ticket price at the time of purchase.

8.4 Travel not covered by the ALA Scholarship

ALA Scholarships do not provide funding for

- a. travelling to and from the Scholar's home country during any suspension of the Scholarship
- b. travel costs for dependants or family members to, from or within Australia
- c. the cost of daily travel to and from the place of study
- d. transporting personal belongings or excess baggage to, from or within Australia.

9 Support services

9.1 General services

The Institution is required to provide support services to ALA Scholars which are not less than the requirements of the National Standards for International Students as defined in the Institution's Contract.

An ALA Scholarship contact officer at AusAID (Canberra) is also available to provide assistance and support as required to Scholars and Institutions. The officer can be contacted at ala@ausaid.gov.au.

The following entitlements and support services are also applicable to Scholars on an ALA Scholarship.

9.2 Awardees with disability/special needs

Most Australian Institutions are able to offer 'reasonable' supports to students with disability to aid access to study. Modifications to physical or learning environments, including additional educational supports such as sign interpreters and captioning, may be available dependent on the relevant Institution's capacity.

All students in Australia requiring support need to register for this service with the Institution's disability liaison unit or equivalent and provide relevant documents establishing the disability and the support needs. Accordingly, Scholars requiring assistance may be asked to provide a full medical report that establishes the nature of the disability and which specifies the necessary modifications or adjustments to facilitate their study.

9.2.1 Disability Discrimination Act

The obligations under the Disability Discrimination Act (the Act) apply to all students studying in Australia (regardless of nationality). The Act requires education to be provided in a non-discriminatory way, and the Commonwealth and State governments and the educational providers have obligations in this regard.

Education standards made under the Act spell out the requirements. They require that the institution discuss the support and access needs of students with disability with the student, to come to an agreement about what 'reasonable accommodations' can be made for the student so that the services can be provided in a non-discriminatory way. The Act and the Education Standards do not require changes to be made if this would impose 'unjustifiable hardship' to a person or organisation (all factors are taken into account, including impact on student, on institution etc).

Further information on the Disability Standards for Education can be found at http://www.ag.gov.au/www/agd/agd.nsf/Page/Humanrightsandanti-discrimination_DisabilityStandardsforEducation

9.3 Arrival in Australia

Scholars must notify their Institution and AusAID Canberra (at ala@ausaid.gov.au) of their travel details, preferably no later than 10 December for a Semester 1 start and 15 May for Semester 2 start. Unless the Scholar advises that they do not require airport reception, the Institution will meet Scholars upon arrival at the final destination airport and take them to their initial accommodation, at no cost to AusAID.

Scholars should try to arrive in Australia on a weekday as many services, such as banks, are closed on Saturdays and Sundays.

AusAID strongly encourages Awardees to delay family joining them in the first instance to allow themselves sufficient time to become established in the new environment.

9.4 Initial accommodation

Scholars are responsible for the costs of the initial accommodation.

Institutions will arrange initial accommodation for Scholars at least for the first seven days in Australia. Institutions will assume all Scholars require initial accommodation, unless the Scholar notifies otherwise, in writing. If the Scholar neglects to advise the Institution before arriving in Australia that they do not require the initial accommodation, the Institution may deduct the cancellation fee and airport pickup costs from the Scholar's Establishment Allowance.

Initial accommodation arranged by the Institution must be moderately priced, clean and secure with furniture and heating/cooling as necessary. The initial accommodation will have access to cooking facilities or to appropriate food outlets. Details of local shops, food outlets, public transport, etc must also be provided to the Scholar at this time.

Institutions are not obliged to assist with arranging accommodation for accompanying family, although they may choose to do so.

AusAID acknowledges that Scholars with disability may require accessible accommodation. Awardees with disability are to provide information about the type of accessible accommodation required when notifying the Institution and AusAID of their travel details. This will enable the Institution to explore and arrange reasonable and appropriate accommodation options which meet the needs of the Scholar, as closely as possible.

9.5 Long-term accommodation

Scholars are responsible for finding their own long-term accommodation and meeting all associated costs. Scholars are also responsible for the accommodation of dependants.

The Institution must provide Scholars with up-to-date advice about

- a. availability and costs of residential colleges, international houses or hostels attached to the Institution, including accessible accommodation where relevant
- b. the private accommodation options available, including accessible accommodation where relevant
- c. tenancy requirements, tenancy protection and the establishment of utility connections
- d. rental prices including potential additional costs such as gas, electricity, etc.

9.6 Critical incidents

Critical incidents are handled on a case-by-case basis. Critical incidents include, but are not restricted to, the death of a Scholar, serious legal issues, or the serious physical or mental illness of a Scholar. In the event of a critical incident, the Institution should immediately inform AusAID (Canberra). The Institution, in consultation with AusAID, should then develop a strategy to ensure the situation is managed appropriately. In such cases, all communication with Posts will occur through AusAID (Canberra).

The Institution may not incur any costs in dealing with a critical incident without prior written approval from AusAID (Canberra).

AusAID does not provide any financial assistance if a member of the Scholar's family is involved in a critical incident. Scholars are responsible for all arrangements where members of a Scholar's family are involved in a critical incident.

9.6.1 Serious illness of a Scholar

If a Scholar is hospitalised, the Institution will ensure the treating doctor is aware of the limitations of the OSHC, and if any OSHC exclusion clauses apply.

The Institution must consider appropriate actions such as suspension or termination and make a recommendation to AusAID (Canberra) accordingly for any Scholar who, as a result of serious health problems, is unable to complete their course within the designated ALA Scholarship duration.

If a Scholar has completed their ALA Scholarship, but is medically unfit to travel home, the following process must be followed

- a. the Scholar must provide a medical certificate to the Institution, which clearly states they are unfit to travel. The medical certificate should provide an estimated date that the Scholar will be fit enough for travel
- b. if, due to illness, the Scholar is to remain in Australia longer than 30 days (or beyond the expiration of the AusAID student visa, whichever is the sooner) after completion, the Institution must consult DIAC to make arrangements to transfer the Scholar to another visa class. The Scholar must meet all costs associated with the visa change.

9.6.2 Medical escort home

Any expenditure by the Institution in regard to medical escorts home requires prior written approval from AusAID (Canberra).

In the event that a Scholar requires a medical escort home during the course of their studies, the Institution and AusAID (Canberra) have the following respective responsibilities.

Institution

- a. arranging for appropriately qualified medical/nursing assistance to escort the Scholar home. If possible, the escort should be the same sex as the Scholar
- b. ensuring the carrying airline is informed of the nature of the Scholar's illness and is consulted on the arrangements that need to be made, bearing in mind the Scholar's right to privacy
- c. ensuring AusAID (Canberra) is advised of travel details
- d. informing AusAID (Canberra) if customs and immigration clearance is required
- e. if a medical escort is secured through a commercial nursing agency, providing AusAID (Canberra) with an indemnity (workers compensation) from the agency as part of the contractual arrangement.

AusAID (Canberra)

- a. informing the nominating authority and next-of-kin if it has been decided that a medical escort is required, bearing in mind the Scholar's right to privacy
- b. liaising with the Post to make arrangements regarding the Scholar's reception and care during transit through a third country (if required)
- c. ensuring the Post is advised of travel details
- d. informing the Post if customs and immigration clearance is required
- e. reimbursing approved costs in accordance with the Contract.

9.6.3 Death of a Scholar

Institution

In the event that a Scholar dies during the course of their studies, the Institution will have the following responsibilities

- a. inform AusAID (Canberra) as soon as practicable
- b. if the Scholar was accompanied by family members, the Institution should find out and apply the family's wishes for dealing with the deceased, including
 - (i) if repatriation is sought, seek advice from the diplomatic/consular representative concerning the requirements for the body to enter the Scholar's home country
 - (ii) if instructed to make funeral or cremation arrangements within Australia, the Institution shall inform AusAID (Canberra) in writing. AusAID (Canberra) will forward details to the Post
- c. if the Scholar was unaccompanied, AusAID (Canberra) will find out the wishes of the next-of-kin and inform the Institution who will implement those wishes in accordance with sub-clauses (i) and (ii) above
- d. at its discretion, pass details of funeral arrangements to relevant student organisations
- e. deal with the Scholar's possessions and, if necessary, place the personal effects of the deceased Scholar in the hands of the Public Trustee whilst awaiting instruction from the next-of-kin. The Public Trustee can take responsibility for selling the belongings if required and forwarding the proceeds to the appropriate person
- f. seek information from the police and/or hospital about the circumstances of the death, noting that information cannot be made public without the agreement of the Scholar's next-of-kin
- g. any other actions AusAID requires of the Institution to deal with the situation in a prompt and considerate manner.

AusAID (Canberra)

AusAID (Canberra) will have the following responsibilities

- a. liaise with the relevant Post, Partner Government and next-of-kin
- b. send condolences to the next-of-kin
- c. if the Scholar was unaccompanied, find out the wishes of the next-of-kin and inform the Institution. The Institution shall then action those wishes in accordance with sub-clauses (i) and (ii) of section 8.5.3.b above
- d. pass on any information obtained or in its possession to the Institution to enable it to carry out its obligations
- e. reimburse approved costs associated with dealing with the deceased, unless an insurance claim is pending.

9.6.4 Death of Scholar's family member whilst in Australia

AusAID does not provide any form of financial assistance to Scholars in the event that a family member dies in Australia.

9.6.5 Serious legal issues

Scholars must comply with all laws of Australia or risk termination of their ALA Scholarship and cancellation of their visa. If the Institution becomes aware of a Scholar encountering a legal problem, it should advise the Scholar how to obtain legal advice and assistance. AusAID does not provide funds to meet the cost of such legal services.

The Institution must inform AusAID (Canberra) if a Scholar is involved in a serious crime.

Scholars who are found guilty of crime/s in Australia will have their ALA Scholarship terminated. The Scholar will be required to return home immediately upon completion of their prison sentence.

10 Academic requirements

10.1 Introductory Academic Program

The Institution must provide an Introductory Academic Program (IAP) to all ALA Scholars upon their arrival in Australia and prior to the commencement of studies.

The IAP is intended to assist Scholars to prepare for study in Australia, enhance their ability to meet the demands of study and maximise the likelihood of completing their course by the ALA Scholarship completion date. The IAP can also assist the Institution to identify Scholars who may need further assistance during their studies.

The Institution may subcontract the IAP, within the terms of the Contract, conditional upon the Institution being able to meet its obligations under the Contract.

The content of the IAP will be developed by the Institution. However, AusAID expects that at a minimum the IAP will be conducted over four to six weeks and will provide advice and information in such areas as

- a) assistance for newly arrived Scholars
- b) assistance to Scholars facing difficulties adapting to their new environment
- c) study skills and general academic skills including critical analysis, research skills and academic writing
- d) accommodation options and living arrangements, costs and budgeting
- e) welfare and health services information
- f) social adjustment activities
- g) equity and access issues and information on advocacy procedures
- h) chaplaincy and prayer rooms
- i) information on the Institution's rules and other legal requirements and relevant State laws
- j) the services the Institution is required to provide to Scholars enrolled at the Institution which are not less than the general requirements for the provision of services to international students embodied in the Education Services for Overseas Students Act 2000 (ESOS Act), Education Services for Overseas Students Regulations 2001 (ESOS Regulations), National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code) and Australian Vice-Chancellors' Committee's Provision of Education to International Scholars Code of Practice (AVCC Code of Practice), as updated and/or amended from time to time
- k) returning home programs.

The IAP should also include a mechanism for evaluating its effectiveness, which should incorporate feedback from Students.

10.2 Satisfactory academic progress

Satisfactory academic progress is defined by and is in accordance with the Institution's policy and guidelines relating to academic performance for students. However, Institutions must be able to guarantee that, under the normal course of events, Scholars will be able to complete their studies within the specified timeframe of the Scholarship.

Institutions must maintain up-to-date records of Scholars' progress in SIMON, as required in the Institution's Contract with AusAID, so that the information is accessible to AusAID.

Institutions must monitor Scholars to ensure that they are on schedule to complete their course by the ALA Scholarship completion date. Such monitoring should include ensuring that they

- a. attend the IAP

- b. are maintaining an appropriate study load in the course for which the ALA Scholarship was awarded (or for which prior approval has been given to transfer), in order to complete it within the specified duration
- c. are meeting the Institution's and DIAC's rules relating to satisfactory progress for international students
- d. are making satisfactory progress, as determined by the Institution.

Institutions need to make early decisions, taking into account the Scholar's previous performance and overall capabilities, as to whether they have the ability to continue and complete their ALA Scholarship on time.

The Institution may

- a. implement a strategy for the Scholar to make up failed unit(s). The details should be entered in the study progress or journal screen of SIMON
- b. recommend suspension if the Scholar's failure relates to health or family issues
- c. recommend termination of the ALA Scholarship.

The Institution must seek prior approval from AusAID Canberra where a strategy will result in an increase in the cost of ALA Scholarship, e.g. summer school enrolment and/or enrolling in additional subjects.

10.3 Study load

In keeping with the Standard under the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, Institutions can allow Scholars to enroll in less than a 'full-time' load in any study period if

- a. there are compassionate or compelling reasons for reducing the load
- b. the reduced load is part of the Institution's intervention strategy
- c. the Scholar has studied, or plans to study, extra units in another study period
- d. the Scholar has only a few units left to complete and these do not constitute a full-time load
- e. prerequisite units are not available in that study period.

Scholars may spread their workload over more teaching periods, where an Institution offers non-compulsory study periods, or to reduce their workload if they are having trouble adjusting.

This allows a Scholar's enrolment load to fluctuate during the course. However, the Institution must ensure the Scholar follows an enrolment pattern that will allow the Scholar to finish within the expected duration in the normal course of events.

For further information on the National Code of Practice Standards, see http://aei.gov.au/AEI/ESOS/NationalCodeOfPractice2007/NC_Part_D.htmAn

10.4 Fieldwork

The maximum total period approved for fieldwork is 12 months.

Fieldwork must not result in needing an extension to the ALA Scholarship.

Travel to a third country for fieldwork is permissible only where it has been approved as part of the Scholar's research study plan.

Prior to their departure on fieldwork, Scholars must provide to the Institution

- a. an outline of the fieldwork and the relationship to the Scholar's program of study
- b. a statement that the fieldwork is essential to the successful completion of the Scholar's program
- c. a detailed travel itinerary (including flight times, accommodation, contact details whilst overseas, etc.)
- d. a description of supervisory arrangements whilst undertaking fieldwork.

If the Scholar is accompanied, they are responsible for all family members whilst undertaking fieldwork. Where the Scholar will be undertaking fieldwork overseas, they must consult early with DIAC on the current policy relating to either the dependants staying in Australia or travelling with the Scholar.

11 Variations

ALA Scholarships are awarded to Scholars to obtain specified qualifications. AusAID determines the length of the ALA Scholarship according to the length of the study program cited in the Institution's placement offer. Through the acceptance process (i.e. signing the Contract) the Scholar agrees to the length of the Scholarship. Therefore it is expected that extensions and other variations will not be necessary.

Institutions should view variations as a serious matter. Only AusAID (Canberra) may approve ALA Scholarship variations. An Institution should not recommend a variation unless it is firmly convinced that the variation is the only option to enable the Scholar to successfully complete the course of study.

Variation requests of an ALA Scholarship may take time to process. Variations frequently require AusAID to commit new funds and, in some cases, negotiation with other parties. In deciding if a variation to a Scholar's program is necessary, the Institution should assess the options available to produce the most effective proposal.

AusAID (Canberra) and the Institutions manage and process all ALA Scholarship variations in SIMON.

ALA Scholarship variations can take a number of different forms such as withdrawals, course detail changes, extensions, suspensions, transfers (internal and external Institution transfers), reductions, and terminations. Each variation type is dealt with separately below.

11.1 Deferrals

See Section 5.4 and Section 10.5 – Suspensions

11.2 Withdrawals

A Scholar may withdraw from the ALA Scholarship before or after arriving in Australia.

11.2.1 Before arriving in Australia

If an Awardee withdraws before arrival but has already received the mobilisation allowance, the Awardee must return this amount in full immediately to the Post.

11.2.2 After arriving in Australia

In cases where a Scholar withdraws from the ALA Scholarship after arriving in Australia they must return home within 14 days. Institutions are to process a withdrawal variation in SIMON. AusAID (Canberra) will notify DIAC of the Scholar's withdrawal.

The Scholar will incur a Debt to the Commonwealth if they stay in Australia or don't observe the two year rule.

11.3 Course detail changes

The Institution can enter a Course Detail Change Variation in SIMON without consultation with AusAID (Canberra) if a minor date change needs to be made to a Scholar's record due to

- a. a minor change in the Scholar's travel plans (i.e. the Scholar may arrive a day earlier than originally anticipated)
- b. incorrect data entry.

11.4 Extensions

An extension is defined as "any increase to the length and/or cost of an ALA Scholarship". The Institution will need to make a convincing case for any extension.

AusAID will approve only one extension of up to a maximum of six months. Legitimate reasons may include unforeseen and exceptional circumstances that are beyond the control of the Scholar and the Institution. Legitimate reasons do not include health issues, family matters, or a death in the family as these are more appropriately dealt with as Suspensions.

In situations where a Scholar is not likely to finish their study on time, the Institution should consider all possible options in order to avoid an extension. These options include

- a. supplementary academic support
- b. enrolling in summer school or cross-institutional subjects to repeat failed subjects
- c. downgrading the course or qualification
- d. overloading in subsequent semesters
- e. completing studies from home, particularly for research Scholars; the Scholar would not receive any further funding from AusAID
- f. terminating the ALA Scholarship if repeated failures occur.

Extensions should be recommended only where

- g. all other avenues to achieve the qualification on time have been exhausted and the Institution deems an extension to be the only acceptable strategy
- h. the Scholar is expected to achieve the qualification as a consequence of the extension.

Where an ALA Scholarship extension is recommended, the Institution must ensure that appropriate support and monitoring strategies are in place to enable the Scholar to complete within the revised ALA Scholarship period. Institutions must maintain thorough records on extension requests.

If the Scholar is unlikely to achieve the desired outcome with the assistance provided, the Institution should recommend termination of the ALA Scholarship.

The Institution should not recommend an extension where the Institution failed to

- i. adequately monitor the Scholar's progress
- j. identify that a Scholar was at risk and therefore did not put in place timely intervention measures
- k. provide appropriate academic supervision and support to the Scholar to enable them to complete the ALA Scholarship on time.

11.5 Suspensions

Suspensions of up to a maximum of 12 months may be approved.

In considering a suspension, the Institution should take into account the length of time of the ALA Scholarship remaining and the likely effects of the suspension (especially the break from study) on satisfactory completion of the course.

All requests for suspensions should be lodged in SIMON and are to include the revised ALA Scholarship completion date and any additional tuition fee. The Institution should lodge the request as soon as possible to ensure fee penalties are minimised. Where a Scholar will have to repeat subjects for which fees have already been incurred, the request will be handled as a suspension with an extension. Thus, no further requests for an extension will be permitted.

The Scholar is to return, at their own cost, to their home country (with their family if accompanied) for the period of the suspension. There will be no Contribution to Living Expenses or other fees payable for the period of suspension. The Scholar should keep in contact with the Institution while on suspension.

The Scholar must contact the Institution at least two months before they intend recommencing their course in Australia. The Scholar must, at their own expense, ensure that their visa and passport is valid prior to returning to Australia.

If a suspension on medical grounds is requested, the Scholar may be required to undergo a medical examination prior to returning to study in Australia to make certain they are fit to travel and resume full-time study in Australia. This examination will be at the Scholar's expense. The Scholar must provide documentary evidence to the Institution prior to their return to Australia.

11.6 Transfers

Transfer to a different course or Institution may be considered only as a last resort. Transfers should not be considered merely to accommodate a Scholar's request. Any request for a transfer must be compatible with the original ALA Scholarship application.

Transfers involve a Scholar transferring from

- a. one course to another course at the same level within the same Institution
- b. one course to another course at the same level but to another Institution.

Acceptable reasons for a transfer are

- c. movement of an academic supervisor (research Scholars)
- d. the Institution ceases to offer the course.

Transfers may be approved only if

- e. the new Institution is contracted with AusAID
- f. AusAID (Canberra) considers that the new course aligns with the intention of the original offer
- g. the Scholar is likely to complete the ALA Scholarship on time.

If a Scholar is permitted to transfer between Institutions, AusAID will not meet any costs associated with the transfer.

11.7 Downgrades

If an Institution believes a Scholar will not be able to complete the nominated ALA Scholarship course successfully, a course downgrade may be discussed with AusAID (Canberra). This may also involve a reduction to the ALA Scholarship duration.

11.8 Reductions

The Institution may lodge an ALA Scholarship Reduction Variation in SIMON if a Scholar finishes their ALA Scholarship early as a result of completing their study ahead of time.

The Institution is to ensure the Scholar departs Australia within 30 days of the revised ALA Scholarship completion date. The Scholar is not permitted to remain in Australia until their AusAID Student visa expires. The Institution must inform DIAC of the Scholar's revised ALA Scholarship completion date.

11.9 Terminations

In some circumstances an ALA Scholarship must be terminated.

AusAID (Canberra) is responsible for terminating an ALA Scholarship, usually based upon a recommendation from the Institution. AusAID supports Institutions using their knowledge and skills in making early recommendations to terminate Scholarships, when a Scholar is clearly unable to complete their studies within the allocated timeframe.

AusAID reserves the right to terminate an ALA Scholarship without a supporting recommendation from the Institution where, in AusAID's view, continuing the Scholarship would be an inappropriate use of Australian Government funds.

An ALA Scholarship will be terminated if a Scholar

- a. continues to fail, fails to attend compulsory courses, and where remedial strategies have not been successful
- b. has infringed or failed to continue to meet the conditions of the ALA Scholarship
- c. is excluded by the Institution from the course or from remaining at the Institution because of misconduct (as defined by the Institution)
- d. is unable to continue a program due to serious illness or incapacity for medical or psychiatric reasons (for temporary conditions, the ALA Scholarship should be suspended)
- e. acts in a manner which is considered to transgress acceptable community standards
- f. decides not to continue the ALA Scholarship
- g. indicates their intention either to remain in Australia or not to return to their home country
- h. has applied for or been granted a non-AusAID visa or permanent residency

- i. is enrolled in a research program that has been delayed, and all options to address the delay are not practical or possible, or
- j. is found guilty of crime/s in Australia.

The Institution must immediately advise AusAID (Canberra) if it becomes aware of any circumstances listed above, or of other circumstances which it considers AusAID (Canberra) may reasonably consider would be grounds to terminate the ALA Scholarship.

11.9.1 Termination process

- a. The Institution lodges a Termination Variation in SIMON for AusAID (Canberra) to consider. The Institution should provide AusAID with the Scholar's last known contact details.
- b. AusAID(Canberra) advises the Scholar in writing that the Institution has recommended termination of the ALA Scholarship. The Scholar will be advised to provide a statement detailing the reasons why the Scholarship should not be terminated. The Scholar will also be advised that if the AusAID rejects the Scholar's appeal they will need to depart Australia by a specified date, following receipt of the formal letter of termination.
- c. The Scholar provides a letter of appeal direct to The Director, Australian Scholarships' Group, AusAID Canberra, GPO Box 887 Canberra City 2601.
- d. If AusAID (Canberra) continues to support the request for termination after considering the letter of appeal, it will send a formal termination letter to the Scholar, copied to the relevant Institution and Post.
- e. The formal letter of termination will advise the Scholar that the ALA Scholarship has been terminated and the Scholar must depart Australia by a specified date (normally within 14 days of the date of the formal letter). The Contribution to Living Expenses will continue to be paid for five days only from the date of the formal notice.
- f. The reasons for termination are to be treated as confidential within AusAID and the Institution. Explanation of the termination recorded in SIMON must be factual and be in general terms (for example, academic failure, non-attendance, breach of ALA Scholarship contract, etc).
- g. Where AusAID upholds the Scholar's appeal, it will advise the Scholar, the relevant Institution and Post of the appeal outcome. The Scholar will continue with their course of study at the Institution. Where appropriate, AusAID and the Institution will negotiate and agree upon a course of action if a variation to the ALA Scholarship is required.

11.10 Upgrades

AusAID (Canberra) may consider upgrades of exceptional ALA scholars from a Masters by research to a Doctoral program, under the following conditions

- a. that the Institution, at which the Scholar is enrolled and studying under the ALA Scholarship, makes a case for the upgrade; transfer to another Institution will not be considered except under exceptional circumstances (e.g. the proposed supervisor is transferring to that other Institution)
- b. that the upgrade will result in the total study period (and hence the ALA Scholarship duration) not exceeding four (4) years, (i.e. the equivalent duration had the Institution's initial offer been for a Doctoral program)
- c. that the Scholar abides by the 'return home rule' after completion of their further study and not seek to re-enter Australia for two years (for long-term study or permanent residency).

The policy and guidelines for the procedures and criteria applying to the upgrade policy and approval process are at [Appendix D](#).

12 Other ALA Scholarship activities

12.1 Work attachments

All work attachments that are part of the Scholar's course requirements must be identified in the Institution's original placement offer and entered in SIMON. The Institution arranges the work attachment or provides the Scholar with sufficient information to enable them to make the arrangements.

The Contribution to Living Expenses will continue to be paid for the duration of the work attachment, irrespective of any payment the Scholar may receive from the employer.

The maximum period of a work attachment is 12 months. Work attachments may be undertaken in Australia, the Scholar's home country or another country within the Asia-Pacific region. Work attachments will not increase the duration of the ALA Scholarship.

Work experience to gain membership of an Australian association will not be approved, where it could be undertaken in the Scholar's home country to gain membership of the equivalent association in that country.

12.2 Leadership practice

Scholars may choose to participate in a Leadership practice module as part of the Leadership Development Program under the ALA Scholarships. For more information, see <http://www.ldp.net.au>

12.3 Leadership coaching

Scholars may choose to participate in a Leadership coaching module as part of the Leadership Development Program under the ALA Scholarships. For more information, see <http://www.ldp.net.au>

13 Completion of the ALA Scholarship

13.1 Completion of studies

Scholars will continue to receive the Contribution to Living Expenses for five (5) days only from their completion of studies.

13.1.1 Coursework Scholars

Completion of studies is defined as the date examination results are released, as advised by the Institution.

13.1.2 Research Scholars

Completion of studies is defined as the date that the Scholar submits their final thesis/research work.

13.2 Final departure date

Scholars are required to leave Australia prior to the AusAID student visa expiring or within 30 days of the completion of studies, whichever comes first. However, when a Scholarship has been terminated, the Scholar must leave Australia by the date specified in AusAID (Canberra)'s formal advice of termination.

The only exception is where a Scholar and their spouse are both on AusAID Scholarships. In such cases, the Scholar who has completed may remain in Australia until their spouse completes their AusAID Scholarship. The spouse, whose Scholarship finishes first, must transfer to an AusAID Dependant Visa, at their own expense. Institutions should contact AusAID (Canberra) to obtain a "no objection letter" which the Scholar will need when they apply for the AusAID Dependant Visa. It is the Institution's responsibility to ensure the Scholar receives the letter.

If an Institution books return home travel for a Scholar who intends transferring to an AusAID Dependant Visa, the Institution will cease from any involvement in the arrangements and will not incur any further costs (e.g. if the flight has to be changed) once the Scholarship period ends.

Scholars, whose children and/or spouse are working or studying as private students, are **not** permitted to remain in Australia with their family after completing their studies under the ALA Scholarship.

13.3 Return home briefing and ALA Scholarship completion ceremony

Institutions may offer Scholars a Return Home Briefing and an ALA Scholarship Completion Ceremony in lieu of a formal graduation ceremony in Australia or, in some cases, in countries of origin, to mark the end of their Scholarship, but are not contractually obliged to.

Where a going-home briefing is undertaken, Institutions should note the following from the AVCC (now known as Universities Australia) Code of Practice

- a. be sensitive to the circumstances the Scholar will encounter upon departure and returning to their home country
- b. provide advice and assistance where possible on re-orientation
- c. encourage the 'alumni association' concept and maintain an "after-care" program

The Code of Practice is available at:

http://www.universitiesaustralia.edu.au/content.asp?page=/policies_programs/international/cofpractice.htm

13.4 Completion of the ALA Scholarship

In accordance with its Contract, the Institution must update in SIMON

- a. the ALA Scholarship status (i.e. successful, unsuccessful, etc)
- b. the ALA Scholarship completion date
- c. qualification obtained
- d. the study progress screen

- e. follow-up home country contact address.

The record in SIMON must be up-to-date and accurate before AusAID will pay a correctly rendered invoice for the reimbursable Return Home Travel. AusAID may withhold payment of this reimbursable item if the record is not up-to-date and accurate.

Subject to negotiation, AusAID may require the Institution to collect information from Scholars to assist in any follow-up evaluation of Scholars' career progress upon their return to the home country.

13.5 Maintaining contact with Alumni

Where possible, Institutions should encourage graduating Scholars to

- contact their closest AusAID Post within two weeks of returning home and to participate in alumni network activities
- subscribe to the Institution's library resources before they return home.

14 Miscellaneous

14.1 Post-ALA Scholarship study opportunities in Australia

Exceptional Scholars may be permitted to remain in Australia after completing their ALA Scholarship where they are offered an externally funded Doctoral Scholarship or Post-Doctoral Fellowship in Australia. Such requests must be approved by AusAID (Canberra). The policy and guidelines for the procedures and criteria applying to the policy and the approval process are at [Appendix E](#).

14.2 Off-Scholarship study

Off-Scholarship study is not permitted. A Scholar cannot continue to study and remain in Australia on an AusAID Student visa, without receiving financial assistance from AusAID.

14.3 AusAID Scholarships Debt to the Commonwealth

A Scholar will incur a Debt to the Commonwealth if they

- a. do not leave Australia immediately and remain away for a period of two years after their Scholarship has been completed
- b. seek to remain in Australia without the support of AusAID
- c. apply for permanent residency or any other kind of visa to return to Australia within the two year exclusion period
- d. had their Scholarship terminated for non-medical reasons and apply for any other kind of visa to return to Australia within the two year exclusion period
- e. withdraw from their scholarship after the Institution's census date and seek to remain in, or return to, Australia within the two year exclusion period.

AusAID may elect not to pursue the debt if

- f. the Scholar withdraws from their course (and the Scholarship) before the Institution's census date at the beginning of their first year and returns home immediately
- g. the Scholarship is terminated for significant and/or critical medical reasons. (Significant and or critical medical reasons means where an independent medical specialist attests that the Scholar is not able to complete their studies due to a medical condition)
- h. the circumstances leading to the termination/withdrawal of the Scholarship are considered extenuating and beyond the Scholar's control.

14.3.1 Debt to the Commonwealth process

- a. The Debt to the Commonwealth will be activated by a Scholar's application for permanent residency or any other visa to DIAC, or failure to return home.
- b. AusAID will calculate the debt based on the costs incurred up to the date of notice of termination, withdrawal or successful completion of the Scholarship.
- c. AusAID will review the Scholar's record and advise them in writing of the total cost of the Debt which the Scholar can either pay in full or via financial arrangements negotiated with AusAID.
- d. The Scholar must advise AusAID in writing that they intend to proceed with the visa application and repay the Debt to the Commonwealth.
- e. Once AusAID is satisfied that suitable arrangements have been made to repay the Debt it will issue a "Letter of No Objection" to the Department of Immigration and Citizenship (DIAC), copied to the Scholar.
- f. If AusAID determines that the Scholar is not able to meet the requirements, it will advise DIAC that it will not support the visa application.

Further information on mechanisms that are available to provide discretionary payments in special circumstances, or financial relief from debts owed to the Commonwealth is available from <http://www.finance.gov.au/financial-framework/discretionary-compensation/index.html>

14.4 Useful internet links

ALA Scholarships	http://www.usaid.gov.au/scholar/ala.cfm
ALA Scholarships' Leadership Development Program	http://www.ldp.net.au
AusAID	www.usaid.gov.au
Australian Scholarships	http://www.austrianscholarships.gov.au/
Australian Taxation Office	http://www.ato.gov.au/
Commonwealth Register of Institutions & Courses for Overseas Students (CRICOS)	http://cricos.deewr.gov.au/
Child Protection Policy and sample Code of Conduct	http://www.usaid.gov.au/publications/pdf/child_protection.pdf
Debt to the Commonwealth – discretionary compensation	http://www.finance.gov.au/financial-framework/discretionary-compensation/index.html
Department of Immigration and Citizenship	http://www.immi.gov.au
Disability Standards for Education	http://www.ag.gov.au/www/agd/agd.nsf/Page/Humanrightsandanti-discrimination_DisabilityStandardsforEducation
ESOS National Code of Practice 2007	http://aei.gov.au/AEI/ESOS/NationalCodeOfPractice2007/NC_Part_D.htmAn
IELTS information	http://www.ielts.org/
Study in Australia	http://www.studyinaustralia.gov.au
TOEFL testing centres and dates	http://www.ets.org/
Universities Australia (previously AVCC) Code of Practice	http://www.universitiesaustralia.edu.au/content.asp?page=policies_programs/international/cofpractice.htm

14.5 Enquiries

14.5.1 From Applicants

Applicants may direct their enquiries to ala@ausaid.gov.au or to their nearest AusAID Post, after reading the Handbook and/or referring to the information on the ALA Scholarships website at: <http://www.usaid.gov.au/scholar/>

14.5.2 From Awardees

Before departing for Australia, Awardees should direct enquiries to the AusAID Post which notified them of their Scholarship offer. (See [Appendix C](#) for details.)

14.5.3 From Scholars

After they arrive in Australia, Scholars should direct their enquiries in the first instance to their Student Contact Officer at their Institution, or to AusAID at ala@ausaid.gov.au

14.5.4 From Institutions and Posts

Institutions and Posts should direct all enquiries relating to the ALA Scholarship program, in the first instance, to ala@ausaid.gov.au

14.6 Measuring the effectiveness of the ALA Scholarships program

At various intervals, Alumni and Posts will be asked to report on

- how Alumni individually are contributing to the development of their home country or developing countries of their region in regard to the country or region program objectives (or nearest equivalent)
- whether Alumni are maintaining linkages with Australia and networking with other awardees

- c. whether Alumni have strengthened the capacity of their organisations to contribute to the development of their home country or developing countries of their region
- d. how the awards have promoted gender equality or addressed other relevant cross-cutting issues
- e. how the leadership development component of the ALA Scholarships differentiates the ALA Scholarship Alumni from other AusAID scholarship alumni.

APPENDIX A

Guide to studies in a development priority theme

Applicants must demonstrate that their proposed study fits within a development priority area. The following is intended as a guide only; it is not an exhaustive list.

Disability	Studies may include
<p>Disability is a growing issue in our region as a result of population growth, ageing, lifestyle diseases, conflict, malnutrition, traffic accidents, injuries, HIV/AIDS and medical advances that preserve and prolong life.</p>	<ul style="list-style-type: none"> • services and technologies to meet specific needs of people with disability • building leadership skills of people with disability and their organisations • policy development relating to disability • inclusivity <p>These may be across all fields of study particularly: Health; Education; Sociology; and Law.</p>
Economic Growth	Studies may include
<p>Access to free trade and investment flows is a key factor in stimulating the long-term economic growth that is essential to poverty reduction.</p>	<ul style="list-style-type: none"> • investment policies and institutions • improving understanding of country-specific factors (both inhibiting and promoting for implementing policies) • tax reforms (assisting the poor) • increasing market access • property rights • anti-corruption • international trade • customs <p>These will usually be in the fields of: Economics; Accounting; Banking; Commerce; International Relations/Affairs; Sociology; and Law.</p>
Education	Studies may include
<p>Australia's objective for education is to assist developing countries reduce poverty and achieve sustainable development by giving more girls and boys in Asia-Pacific a better education.</p>	<ul style="list-style-type: none"> • Education – training of teachers • Increasing access to education • Education policy • Management and administration for the education sector • Improved teaching of English <p>These will usually be in the fields of Education; Public Administration; Sociology.</p>

Environment	Studies may include
<p>Without protecting natural systems, there is a risk that livelihood gains made through economic growth and development will not be sustainable over the long term.</p>	<ul style="list-style-type: none"> • Climate and environment • fuel substitution (for example, solar and biomass) • waste disposal • local knowledge/techniques for sustainable fuel/energy production • Public policy and regulation relating to environmental issues <p>These will usually be in the fields of: Engineering; Environmental studies; Physics; Geology; Chemistry, Biology, Public Administration, Disaster mitigation.</p>
Food Security	Studies may include
<p>Food security is: when all people, at all times, have physical, social, and economic access to sufficient, safe, and nutritious food to meet their dietary needs and food preferences for an active and healthy life.</p>	<ul style="list-style-type: none"> • Agricultural research and development • Agricultural productivity and access to food supply • Crop diversity • Agricultural infrastructure • Agricultural economics • International trade <p>These will usually be in the fields of science, agriculture, economics, public administration, environment, resource management.</p>
Gender	Studies may include
<p>Gender equality means women and men have equal opportunities to realise their individual potential, to contribute to their country's economic and social development and to benefit equally from their participation in society.</p>	<ul style="list-style-type: none"> • Monitoring and evaluation of gender equality measures • Policy development relating to gender equality • Study specifically relating to participation of women and girls in decision-making and their access to resources <p>These will usually be in the fields of gender studies, education, public policy.</p>
Governance	Studies may include
<p>Good governance is crucial in achieving lasting improvements in development. It forms a component of nearly every sector, particularly where systems' strengthening is involved. Often it underpins long-term sustainability and supports the key goal of building effective states.</p>	<ul style="list-style-type: none"> • enhancing economic management • strengthening the rule of law • improving public sector management • strengthening democratic institutions and processes • strengthening civil society <p>These will usually be in the fields of public administration, human resources development and management, legal studies.</p>

Health	Studies may include
<p>Investing in health helps lay the ground work for skilled and productive populations, and ensures that the poor can expand their range of choices, improve their productivity and participate more fully in society.</p>	<ul style="list-style-type: none"> • health policy • health financing • human resources for health • health information systems • tackling major diseases (e.g. HIV / AIDS, malaria, pandemics etc) • women's and children's health • health nutrition • health education <p>These will usually be in the fields of public health administration, medicine and other ancillary medical fields, nutrition, human resources management.</p>
Human Rights	Studies may include
<p>From an aid perspective, development and human rights are interdependent and mutually reinforcing. For development to be sustainable, individuals in developing countries need to have secure and long-term access to the resources required to satisfy their basic needs, be they economic, social, cultural, civil or political.</p>	<ul style="list-style-type: none"> • sustainable management of natural resources • public sector reform • politics and democracy • legislation and legal frameworks • community development • human rights education and training <p>These will usually be in the fields of natural resources management, public policy, community development, legal studies, human resources management.</p>
Infrastructure	Studies may include
<p>Infrastructure investment can lift economic growth and support social objectives. Infrastructure development focuses on improving access to essential infrastructure services such as water supply and sanitation, transportation and energy.</p>	<ul style="list-style-type: none"> • private and public financing and management of infrastructure • human resources development, institutional strengthening and capacity building in the infrastructure sector • energy technologies • water supply and sanitation technologies • designing infrastructure systems • managing large construction projects <p>These will usually be in the fields of engineering, finance, human resources management.</p>
Regional Stability	Studies may include
<p>Challenges to stability are emerging in the form of transboundary threats like pandemics, disasters, and climate change. Transnational crimes such as people trafficking, drug trafficking, money laundering and terrorism also threaten regional stability. Such forces pose direct threats to development as well as deter investment, diminish legitimate and stable employment prospects and impact on neighbouring countries.</p>	<ul style="list-style-type: none"> • institutional and personal network building (particularly into regional multilateral organisations such as ASEAN, APEC) • regional integration (combating corruption and encouraging regional cooperation) • regional governance (strengthening local capacity for crime prevention, police force, improving judicial systems) • counter-terrorism (improving surveillance technology for detecting smuggling and potential terrorist threats) <p>These will usually be in the fields of diplomacy studies, international relations/affairs, strategic studies, criminology, law, education, economics, computer science, and natural sciences.</p>
Rural Development	Studies may include
<p>The majority of the world's poor lives</p>	<ul style="list-style-type: none"> • natural resources management

<p>in rural areas and are disproportionately dependent on natural resources for their livelihoods, especially resources such as forests and fisheries. The sustainable management of these resources is essential for improving living standards today while ensuring future generations also benefit.</p>	<ul style="list-style-type: none"> • early detection and control of and response to livestock and crop diseases • agribusiness development and management • policy and regulatory frameworks • strengthening rural and agricultural financial systems • processing and production technologies • marketing and trade development • quarantine • sanitary standards and quality control <p>These will usually be in the fields of agriculture, veterinary science, agribusiness, finance, production technology, international trade, customs, resource management.</p>
<p>Water and Sanitation</p>	<p>Studies may include</p>
<p>Access to clean water and effective sanitation has a catalytic effect on many aspects of human development, being essential for a healthy population and environmental sustainability.</p>	<ul style="list-style-type: none"> • water planning and management • water quality assessment • water security • rural water supply and sanitation infrastructure <p>These will usually be in the fields of health, natural science, geology, environment, chemistry, hydrology, resource management.</p>

AusAID's Child Protection Code of Conduct

Scholars receiving funds under an AusAID-funded scholarship agree to

- a. treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status
- b. not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- c. not engage children in any form of sexual activity or acts, including paying for sexual services or acts
- d. wherever possible, ensure that another adult is present when working in the proximity of children
- e. not invite unaccompanied children into their home, unless they are at immediate risk of injury or in physical danger
- f. not sleep close to unsupervised children unless absolutely necessary, in which case the Scholar must obtain their supervisor's permission, and ensure that another adult is present if possible
- g. appropriately use computers, mobile phones, or video and digital cameras and never to exploit or harass children or to access child pornography through any medium (see also 'Use of children's images for educational/research related purposes')
- h. refrain from physical punishment or discipline of children (excluding own children)
- i. refrain from hiring children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury
- j. comply with all relevant Australian and local legislation, including labour laws in relation to child labour
- k. immediately report concerns or allegations of child abuse in accordance with appropriate procedures.

Use of children's images for educational/research related purposes

When photographing or filming a child for educational/research related purposes, Scholars must

- l. before photographing or filming a child, assess and try to comply with local traditions or restrictions for reproducing personal images
- m. before photographing or filming a child, obtain consent from the child or a parent or guardian of the child. As part of this the Scholar must explain how the photograph or film will be used
- n. ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- o. ensure images are honest representations of the context and the facts
- p. ensure file labels do not reveal identifying information about a child when sending images electronically.

The onus is on the Scholar to use common sense and avoid actions or behaviour that could be construed as child abuse.

APPENDIX C

Addresses for submitting hardcopy applications

Below are the contact details for the appropriate Australian High Commissions, Embassies or their Managing Contractors that will receive ALA Scholarship applications.

Country of Citizenship	Address for hardcopy applications
Afghanistan	Australian Leadership Awards Scholarships c/o Standard Logistics Services Best International Charahi Haji Yakooob, Share-e Naw, Kabul, AFGHANISTAN
Bangladesh	South Asia Scholarships Program 5th Floor, Plot # 4, Road # 12, Block-J, Baridhara, Dhaka-1212 BANGLADESH
Bhutan	South Asia Scholarship Program Coffey International Development - Liaison Office C/O Druk Associates, P.O Box-1522 Thimphu BHUTAN
Burma (Myanmar)	Australian Leadership Awards Scholarships AusAID Australian Embassy 88 Strand Road Yangon MYANMAR
Cambodia	Australian Leadership Awards Scholarships IDP Education No. 46, St.214, Sangkat Boeung Raing Khan Daun Penh, Phnom Penh CAMBODIA
Caribbean: Antigua & Barbuda, Barbados, Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, Saint Kitts & Nevis, Saint Lucia, Saint Vincent & the Grenadines, Suriname, Trinidad & Tobago	Australian Leadership Awards Scholarships AusAID Section Australian High Commission PO Box 4640 St James Port of Spain TRINIDAD & TOBAGO
China (excluding Hong Kong SAR and Macau SAR)	Australian Leadership Awards Scholarships Suite 7002, Parkson Plaza Jin Rong Dajie 37 Beijing, 100031 PEOPLE'S REPUBLIC OF CHINA

India	South Asia Scholarship Program Coffey International Development - Liaison Office C/O Druk Associates, P.O Box-1522 Thimphu BHUTAN
Indonesia	Australian Leadership Awards Scholarships Gedung Wirausaha Lt 2 Jalan HR Rasuna Said Kav-5 Kuningan JAKARTA 12940
Iraq	Australian Leadership Awards Scholarships AusAID GPO Box 887 Canberra ACT 2601 AUSTRALIA
Laos	Lao-Australian Scholarships Office Vientiane College 23 Singha Road Vientiane LAO PDR
Latin America: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, El Salvador, Ecuador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela.	Australian Leadership Awards Scholarships AusAID Section Australian Embassy Casilla 33, Correo 10, Las Condes Santiago de Chile CHILE
Maldives	Country Scholarship Coordinator - Maldives South Asia Scholarship Program (SASP) Coffey International Development Liaison Officer H. Karankaa Villa, Kurangi Goalhi, Male 20057 Republic of Maldives
Mongolia	Mongolia-Australian Scholarships Program MASP Suite 201, Building #8, Behind IT Park Sukhbaatar District Ulaanbaatar MONGOLIA
Nepal	South Asia Scholarship Program Country Scholarship Coordinator - Nepal GPO Box - 8975, EPC - 2359, Tharodhunga, Dhobighat, Kathmandu – Nepal
Pacific: Kiribati Cook Islands, Fiji, Marshall Islands, Micronesia; Nauru; Niue; Palau; Samoa; Solomon Islands; Tokelau, Tonga, Tuvalu, Vanuatu, Wallis and Futuna	Australian Leadership Awards Scholarships SPBEA PO Box 2083 Government Buildings Suva, FIJI
Papua New Guinea	Mailing Address: PNG-Australia Targeted Training Facility (PATTAF) Private Mail Bag, Port Moresby, National Capital District, PAPUA NEW GUINEA Street Address: PNG-Australia Targeted Training Facility (PATTAF) First Floor Port Moresby Post Office, Corner Cuthbertson Street and Champion Parade, Down Town Port Moresby

Philippines	<p>Facility Director Philippines-Australia Human Resource Development Facility Coffey International Development Pty Ltd 3rd Floor JMT Bldg. ADB Ave. Ortigas Centre, Pasig City 1605 PHILIPPINES</p>
Sri Lanka	<p>South Asia Scholarship Program SASP Liaison Office, Sri Lanka Coffey International Development 43/28 Nugagaha Place, Piliyandala Road, Maharagama, SRI LANKA</p>
Thailand	<p>Regional Program Manager AusAID Australian Embassy 37 South Sathorn Road Bangkok 10120 THAILAND</p>
Timor-Leste	<p>Australian Leadership Awards Scholarship Public Sector Capacity Development Program Office Tjing Fa Ho House # 01 – 01 Talhao No 85 Bairro de Lecidere Dili TIMOR-LESTE</p>
Vietnam	<p>Australian Leadership Awards Scholarships AusAID (Education and Scholarships Program) Australian Embassy 8 Dao Tan Street Hanoi VIETNAM</p>

Upgrading an ALA Scholarship

Introduction

AusAID would prefer for potential scholars to apply - and for the Institution to make an offer - for a place directly into a Doctoral program during the ALA Scholarship application phase. However, as this is not always achieved for various reasons, the following outlines the criteria and procedures AusAID will apply when considering a request for an ALA Scholarship to be upgraded.

Objectives

This policy recognises that building the research capacity in a developing country will contribute to its economic development and poverty reduction. Allowing upgrades from a Masters by Research to a Doctoral program will mean that the home country's research capacity may be improved at a more rapid rate.

Being able to upgrade to a higher level qualification, without being obliged to have a two-year break in between studies will enable the Scholar to obtain a Doctorate from Australia within four years (rather than a total of possibly eight years - i.e. up to two years for the Masters followed by two years return home and then four years for the PhD).¹

Policy application and criteria

This policy is limited in its application. AusAID (Canberra) may consider, on a case-by-case basis, upgrades of exceptional ALA scholars from a Masters by Research to a Doctoral program, under the following criteria:

1. that the Doctoral program will be undertaken at the same Institution at which the Scholar is enrolled and studying a Masters by Research program under the ALA Scholarship; transfer to another Institution will not be considered except under exceptional circumstances (e.g. the proposed supervisor is transferring to that other Institution)
2. that the upgrade will result in the study period (and hence the ALA Scholarship duration) not exceeding four (4) years in total (i.e. the equivalent duration if the Institution's initial offer had been for a Doctoral program)
3. that the Scholar must provide evidence that they:
 - a. are likely to return to a position in their home country or region which will enable them to pass on their research skills (e.g. evidence of previous relevant employment in an academic or research environment; a letter of potential employment in such an institution on return)
 - b. will be able to forge research linkages
4. that the request to upgrade and all supporting documentation is submitted to AusAID a minimum of 30 days prior to the Scholar's visa expiry date. AusAID will not support Scholars to remain in Australia pending any decision on approvals for an upgrade.
5. requests for upgrades from ALA scholars who are undertaking a Masters by coursework will not be considered.

Procedure

1. The *ALA scholar* must:
 - a. provide clear written justification for the upgrade from the Research Masters to the Doctoral program, based on the above criteria and the benefit of completing the Doctorate rather than the Masters program
 - b. provide a brief proposal, including a project timeline, demonstrating how the Doctorate will be completed within the total of four years, including how the Masters studies to date have contributed to achieving that deadline.

¹ AusAID scholars are required to return home for a period of two years after completing their scholarship.

2. *The Institution must:*

- a) provide support for the upgrade, based on the academic and research ability of the Scholar, applicability of the research topic to a PhD, capacity of the Scholar to complete the PhD within the timeframes noted above and any other benefits that may be realised; written by the supervisor and endorsed by the Chair of the Research Committee or equivalent.
 - b) Provide copies of all half-yearly reports submitted by the supervisor to the Research Committee or equivalent.
3. Following consultation with the relevant Post, AusAID Canberra will convey its decision to the Scholar and the Institution. AusAID will require 30 days in which to consider the application.
 4. The upgrade will be approved in-principle until such time that the ALA Scholar can provide evidence that they have been accepted into the proposed Doctoral program and that it meets the criteria noted above.
 5. Final approval by AusAID will be effected by the Scholar signing a Deed of Amendment to their Acceptance of Offer contract with AusAID. Three copies of the Deed of Amendment will be sent to the Scholar via the Institution to be signed and returned to AusAID for signature of the delegate or the delegate's nominee. AusAID will file one original and return two to the institution (one for its file and one for the Scholar).
 6. If the upgrade is approved, AusAID (Canberra) will inform DIAC of the Scholar's revised ALA Scholarship completion date.

APPENDIX E

Studies and fellowships in Australia after the ALA Scholarship

Introduction

The following outlines the procedures and criteria to be applied when processing a request from a former ALA Scholar to undertake externally funded doctoral studies or a post-doctoral fellowship in Australia on completion of an ALA Scholarship-funded course of study.

Objectives

This policy, while reaffirming the basic premise that ALA Scholarship recipients should return to their home country upon completion of the program, also recognises that exceptional Scholars should be permitted to pursue their studies to the utmost of their abilities. This will produce the greatest global benefits for the partner country, AusAID and the Scholar.

It also recognises that exceptional Scholars, capable of receiving doctoral or post-doctoral awards in Australia are also likely to receive such opportunities from other countries. If former ALA Scholars accept award offers from other countries, the aim of having the Scholar remain in their home country to meet the two year requirement would be defeated.

Policy application

This policy is limited in its application. It applies only to those post-ALA Scholars who qualify for doctoral studies or post-doctoral work and who are deemed to have exceptional ability. Those ALA Scholars not subject to this policy will continue to be required to return home for a minimum of two years on completion of their award.

This policy requires AusAID to make a decision on a case-by-case basis considering the ability of the applicant to meet the criteria, having full support from the sponsor.

Criteria

In determining whether to seek approval to allow a Scholar to take up the offer of an externally funded doctoral scholarship or post-doctoral fellowship, AusAID Officers should ensure the application provides

1. an offer of a fully funded (including per diem rates) Australian doctoral scholarship or post-doctoral fellowship by an entity other than AusAID (e.g. Scholar's home government, Asian Development Bank, World Bank, Australian university or private sector). An original or certified copy of the letter of offer of a scholarship/fellowship must be provided
2. a letter of support from the Institution at which the applicant intends to undertake the externally funded scholarship
3. the course coordinator and/or supervisor's written recommendation of the Scholar's capability and ability to succeed
4. clear justification for the post ALA Scholarship based on academic ability of the applicant and relevance to the partner country's or the Asia-Pacific region's development priorities
5. agreement to return home for a period of two years after completion of the externally funded scholarship or fellowship or, in the case of Scholars who have returned home, the period remaining once the time spent in the home country has been deducted from the two year timeframe (see Procedures below for further information).

The applicant must arrange with the Department of Immigration and Citizenship (DIAC) to be issued with a private student or other appropriate visa and meet all DIAC requirements. DIAC is responsible for the decision on whether or not to issue a visa, based on their standard visa requirements.

Scholars will not be able to remain in Australia pending any decision on approvals for externally funded doctoral scholarships or post-doctoral fellowships they have applied for prior to returning to their home country. AusAID may not approve applications from Scholars who remain in Australia for this purpose or take up the offer of the scholarship/fellowship prior to a decision from AusAID.

Former ALA Scholars, who have been offered an externally funded doctoral scholarship or post-doctoral fellowship within two years of return to their home country, may be eligible under this policy if they meet the criteria as stated above.

For all Scholars, the two year return home requirement will not be waived but rather will be deferred to commence once the Scholars have completed the externally funded scholarship/fellowship. Any time spent in their home country prior to taking up the Scholarship/fellowship will be deducted from the two year timeframe.

If AusAID does not approve a former ALA Scholar's externally funded doctoral scholarship or post-doctoral fellowship, the applicant is able to request a review of the case and provide new information based on the criteria to support their request. Once a review has been undertaken, AusAID's decision is final and no further correspondence will be entered into.

Procedure

1. Applications must be made in writing by the Scholar and/or their sponsor to AusAID in Canberra. The applicant must allow 30 days for processing the application.
2. AusAID Canberra will assess applications based on the criteria defined above.
3. If the applicant meets the criteria above, a minute recommending approval of the externally funded doctoral scholarship or post-doctoral fellowship will be provided to the Director at AusAID Canberra responsible for Australian Scholarships.
4. Following approval/non approval of the request, advice is to be sent to the applicant, Institution and relevant Post, and a copy filed by AusAID.
5. If applicable, approval by AusAID is effected by the signing of a Deed of Amendment to the Scholar's Acceptance of Offer contract with AusAID. The Scholar will confirm their intention to return home at the end of the externally funded studies for a period up to a total of two years.
6. Once approval for the externally funded studies or fellowship has been gained from the Director, three copies of the Deed of Amendment should be sent to the Scholar via the institution to be signed and returned to AusAID for signature of the delegate or the delegate's nominee.
7. AusAID then files one original and sends two originals back to the institution (one for their file and one for the Scholar). A copy should also be sent to the relevant Post.
8. Once the application for externally funded studies or fellowship has been approved, AusAID (Canberra) will issue a letter of "no objection" to DIAC, in order for the relevant visa to be issued.

ALA Scholarships Contract

<Date>

<Title> <Name>

<AusAID ID>

Dear <Title> <Name>

AUSTRALIAN LEADERSHIP AWARD - SCHOLARSHIP OFFER

Congratulations! You have been selected to receive an Australian Leadership Awards (ALA) Scholarship. You will be joining an elite group of scholars identified as having the capacity to contribute to the future development of their home country and the Asia-Pacific region.

Attached to this letter is a copy of the Acceptance of Award Offer (contract) between you and the Commonwealth of Australia. Please read the details of the Acceptance of Award Offer closely. If you wish to accept the offer, sign and return it to the Australian High Commission/Embassy in your home country.

The conditions of your ALA Scholarship are set out in the Acceptance of Award Offer and in the ALA Scholarship Handbook. Current versions of the Handbook may be downloaded from the AusAID website: http://www.ausaid.gov.au/scholar/pdf/ala_handbook.pdf). You should read the Handbook before you decide whether to accept the Scholarship. Please consider carefully the sections of the ALA Handbook that relate to academic requirements while in Australia, your responsibilities and the Scholarship entitlements and conditions. Schedule 1, attached to the contract, provides a Summary of your responsibilities as a Scholar, however, you should read the entire Handbook and not rely solely on the Summary.

If there are any parts of the Acceptance of Award Offer or the ALA Scholarship Handbook that you do not understand, you should contact the AusAID office at the Australian High Commission/Embassy in your home country for clarification before signing.

If you decide to accept the ALA Scholarship, you must:

1. Sign both copies of the enclosed Acceptance of Award Offer between <Title> <Name> and the Commonwealth of Australia in front of a witness. This means that you agree to:
 - a) the conditions set out in the ALA Scholarships Handbook, (noting that AusAID reserves the right to update the Handbook and therefore the conditions of your award at any time); and
 - b) the ALA Scholarship Entitlements outlined in the Acceptance of Award Offer.
2. You and the witness must initial each page of both copies of the Acceptance of Award Offer, and sign where indicated.

By signing the Acceptance of Award Offer you enter a legally binding agreement between yourself and the Commonwealth of Australia.

3. Take a copy of the Acceptance of Award Offer for your records. Return the original copy to the AusAID Officer (who sent you the contract for signature) within ten (10) days of the date of this letter. The offer may be withdrawn if AusAID does not receive the signed Acceptance from you within ten days.
4. Keep this letter, together with your copy of the Acceptance of Award Offer, as you will need them when you apply for a visa to Australia.

Endeavour Awards

If you have applied for an Endeavour Award, the Department of Education, Employment and Workplace Relations will finalise offers for these awards in October. If you are successful, you will need to decide which award you wish to accept as it is not possible to hold both awards at the same time. If you decide to accept the Endeavour Award, you will need to immediately contact your local Australian High Commission / Embassy and inform them of your decision to decline the AusAID ALA Scholarship. You should write "unable to accept" on the 'Contract between <Title> <Name> and the Commonwealth of Australia', sign it and return it to the AusAID Officer who sent you the contract.

We wish you well for your stay in Australia and success in your studies.

Yours sincerely

AusAID

Enclosures



AUSTRALIAN LEADERSHIP AWARDS SCHOLARSHIP

**THIS ACCEPTANCE OF AWARD OFFER (CONTRACT) IS MADE BETWEEN
<Title, Name> AND THE COMMONWEALTH OF AUSTRALIA**

I, <Name> accept AusAID's offer of an Australian Leadership Awards (ALA) Scholarship. I understand that my acceptance of the ALA Scholarship will equip me to contribute to the development of my country after I complete the approved course of study as set out below.

Scholarship details

Name (title, first name, family name)	<Title> <Name>
AusAID ID	<Simon ID>
Country of Citizenship	<Country>
Institution	<Institution>
Scholarship Start Date	<scholarship start date>
Scholarship End Date	<scholarship end date>
Level of Study	<Level of study>
Estimated value of scholarship (at the time of the ALAS Offer):	<FMA13 amount> plus GST, if any, to a maximum amount of <10% of FMA13 amount>. The estimated value of this scholarship is subject to change without notice.
Award Benefits (The Award benefits of this scholarship are subject to change without notice.)	Mobilisation allowance or air travel up to A\$2,500 (on issue of visa) Establishment allowance of A\$5,000 (on arrival in Australia) Overseas Student Health Cover (awardee only) Tuition fees at Australian institution Contribution to Living Expenses (stipend) of A\$26,800 per annum, paid on pro rata basis Introductory Academic Program Leadership Development Program Study enrichment allowance (at discretion of institution) Return home air travel

Study Program

<IAP Program>	<IAP start date – IAP end date>
<Course>	<Course start – course end date>

Leadership Development Program: Dates to be advised

I further understand that my acceptance of the ALA Scholarship creates a legally binding agreement between myself and the Commonwealth of Australia. The Acceptance of Award Offer shall be governed by and interpreted in accordance with the laws of the Australian Capital Territory.

In accepting the Australian Leadership Award Scholarship, I agree:

- a. to complete my ALA Scholarship within the start and end dates stated in the Scholarship's details (above);

- b. to take up the ALA Scholarship in the calendar year for which it is offered, understanding that the scholarship cannot be deferred to another year;
- c. to undertake the study program that is stated in the Scholarship details (above);
- d. to liaise with the Student Contact Officer at the Institution regarding any changes to the approved program and acknowledge that approval is required from the Institution and AusAID (Canberra) before any changes are made;
- e. participate in all activities associated with the course of study, including all lectures and tutorials, submit all work required for the course, e.g. assignments and essays, and sit for examinations, where applicable;
- f. to participate in the Introductory Academic Program and the Leadership Development Program;
- g. to act in a manner in my home country, Australia or elsewhere that will not bring disrepute to myself, my family, my country or AusAID;
- h. to obey the laws of the Commonwealth of Australia and the various States and Territories;
- i. to satisfy all visa requirements determined by the Australian Department of Immigration and Citizenship (DIAC) to hold an AusAID Student Visa, as set out in the DIAC website: <http://www.immi.gov.au> and abide by the conditions of that visa;
- j. to return directly to my home country for a minimum period of two years upon completion of my study in Australia (also known as the "return home rule"), acknowledging that I will incur a debt to the Commonwealth of Australia equal to the entire cost of my scholarship as calculated at the date of completion if I fail to do so;
- k. to advise AusAID (Canberra) immediately, through the Student Contact Officer at the Institution, should I marry a person who is an Australian citizen or has permanent residence status in Australia, a New Zealand citizen or has New Zealand citizenship;
- l. to not hold another Australian Government Scholarship at the same time as my ALA Scholarship;
- m. to reside in Australia for the duration of the ALA Scholarship (apart from reunion visits to the home country and fieldwork);
- n. to cooperate with the collection of information related to ALA Scholars (eg. student surveys) and provide AusAID with my contact details to facilitate tracer studies and alumni activities;
- o. that information about myself and my dependants may be collected by and exchanged between AusAID and others, including Australian Ministers, the Parliament, government agencies, my Australian higher education institution, partner organisations, Australian immigration authorities, medical insurers, medical practitioners, my home government, the Australia Awards alumni network and other parties relevant for the purpose of promoting and administering the AusAID development awards activities;
- p. that I understand that the release of personal information is governed by the *Privacy Act 1988* (Cth). <http://www.privacy.gov.au/publications/ipps.html>;
- q. that AusAID may terminate my Scholarship at any time if:
 - i. I fail to make satisfactory academic progress;
 - ii. I fail to comply with the laws of Australia;
 - iii. I breach this contract between me and the Commonwealth of Australia, including breaches of the conditions of the ALA Scholarship and of the conditions of the AusAID Student Visa;
 - iv. AusAID becomes aware of any behaviour or illegal activity by me prior to the offer of the Scholarship that had it been disclosed at the time of my application, in AusAID's opinion, would have resulted in my application being rejected; or

- v. AusAID becomes aware of any action prior to me being mobilised to Australia or while I am on scholarship in Australia which, in its opinion, is contrary to the intent of the ALA Scholarships program including without limitation, any action that would indicate that I may breach the return home rule, such as applying to change my visa status.
- r. that the value of my scholarship is an estimate at the time of offer and may be subject to change without notice.

I have read and understood the ALA Scholarships Handbook and understand that AusAID reserves the right to change the ALA Scholarship Handbook at any time and that any such changes may affect the terms and conditions of my Acceptance of Award Offer.

I agree that I will fully abide by the terms and conditions of the Australian Leadership Awards Scholarship as set out in this agreement and the ALA Scholarship Handbook by signing this Acceptance of Award Offer.

.....
[Signature of Scholar]

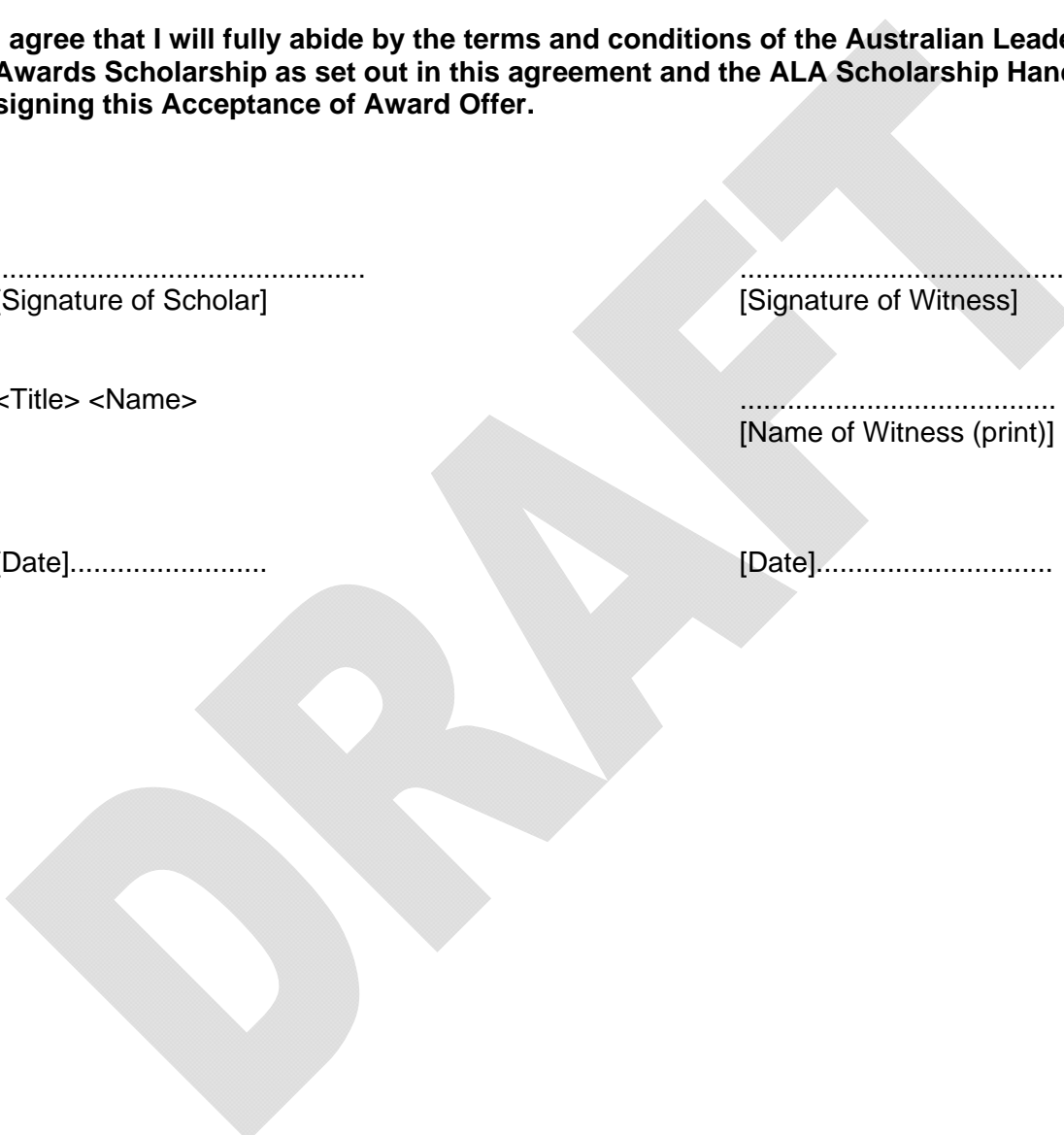
.....
[Signature of Witness]

<Title> <Name>

.....
[Name of Witness (print)]

[Date].....

[Date].....



SCHEDULE 1

SUMMARY OF SCHOLAR'S RESPONSIBILITIES

Your responsibilities as an ALA Scholar are detailed in the ALA Scholarships Handbook. This summary is provided for your information.

1. Prior to Departure

You must advise AusAID of any personal or family circumstances (e.g. family or financial problems, medical conditions) likely to affect your ability to commence the scholarship on time or to complete the approved course in the scholarship period.

You must take up the scholarship in the academic year for which it is offered.

You must participate in the pre-departure briefing arranged by the Australian High Commission/Embassy before departing your home country.

You must not behave in a manner that is unacceptable by normal community standards.

You must continue to be eligible to hold the ALA Scholarship.

2. Travel and Entry Requirements

Please note that the following are **not** provided by AusAID or the Institution and are therefore **your responsibility**:

- a) Insurance costs (travel & baggage, home contents);
- b) Removal costs either to and from Australia or within Australia);
- c) Excess baggage costs;
- d) Travel costs for your dependants, either to and from Australia or within Australia; and
- e) Arranging visas and meeting all requirements and costs for family entry to Australia including payment of compulsory OSHC health insurance for family members.

3. In Australia

As an ALA Scholar **you must abide by the terms of the contract.**

Your financial obligations: AusAID will provide you with an Establishment Allowance on arrival and a fortnightly Contribution to Living Expenses (CLE). **You are responsible** for the use of these funds to pay your own living expenses, including, but not limited to:

- a) initial and long term accommodation costs
- b) daily travel to your place of study
- c) ongoing costs of living and study, e.g. food, furniture, textbooks, clothing
- d) costs of medical services not covered by the Overseas Student Health Cover (OSHC)
- e) all costs associated with any family members who visit or accompany you to Australia, including OSHC for family members
- f) all costs associated with critical incidents involving family members
- g) costs of any legal services
- h) all costs related to any visa extension that may be necessary.